

CaLARTS



California Institute of the Arts
24700 McBean Parkway
Valencia, California

CALARTS

Quick Tip: To advance to a section or page in the Handbook, hold the 'ctrl' key and hover your cursor over the section title or page number in the Table of Contents. One click of the mouse will take you to where you want to go!

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I HANDBOOK REVISION HISTORY

Version	Description of Change	Effective Date	Change Agent
1.4	Revision of Staff Handbook	09/2019	C. Shearrill
1.3	Revision of Staff Handbook	01/2017	C. Shearrill
1.2	Update to Sick Leave Conversion Policy	07/2012	C. Shearrill
1.1	Revision of Staff Handbook	11/2011	A. Baltierra

II WELCOME MESSAGE FROM PRESIDENT RAVI RAJAN



Welcome to California Institute of the Arts (CalArts). I hope your work experience here will be interesting, rewarding and challenging.

CalArts is comprised of three entities: First is the educational and artistic program on campus; second is the Roy and Edna Disney CalArts Theater (REDCAT), our producing, presenting and exhibiting venue in downtown Los Angeles; and third is CalArts' Community Arts Partnership (CAP), a network of collaborative partnerships that links the Institute with more than 40 arts organizations in order to provide arts education to youth throughout greater Los Angeles.

CalArts is a complex community of individuals coming from many different countries and cultural traditions. Known for training and fostering contemporary artists in all disciplines, we encourage our students to engage in active, independent inquiry, acknowledge and celebrate diversity, and exercise informed, unprompted judgment. Faculty and students work in a climate of free inquiry and free expression without fear of institutional penalty or censorship. The resulting work can be wonderful, surprising, baffling, and sometimes offensive. It can also make demands on the understanding and tolerance of everyone who works here.

During the school year you will have the opportunity to enjoy the many performances and exhibitions at CalArts. I hope you will take advantage of these splendid presentations.

This handbook has been prepared as a guide and ready reference to what you can expect from us and what we expect from you. It is intended only as a summary. Additional Institute and/or departmental rules and policies may also apply. Feel free to discuss any problems that may arise while you are at CalArts with your supervisor and/or a member of the Human Resources team. We take pride in our open-door policy and want our employees to be properly informed.

Sincerely,

A handwritten signature in blue ink, appearing to read 'R. Rajan', written over a light blue horizontal line.

Ravi Rajan
President

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III WHERE TO ASK

If you need information about...	Contact	Extension
Computer Support	Information Technology	7887
Duplicating	Service Center/Mailroom	2160
Employee Assistance Plan	Human Resources	2758
Emergency Medical/First Aid	Student Health Office	7830
	Campus Safety	2702
	Human Resources	7837
Employee Relations Issues	Human Resources	7837
Health Insurance/Benefits	Human Resources	2758
Identification Cards	Registrar	3017
Job Postings/Employment Opportunities	Human Resources	7837
Keys	Facilities Management	2106
Mail	Service Center/Mailroom	2160
Maintenance/Repairs	Facilities Management	2106
Parking Decals	Campus Safety	2113
Pay Checks	Payroll	2757/2715
Retirement Plan	Human Resources	2758
Ridesharing	Human Resources	2758
Security	Campus Safety	2702
Staff Development	Human Resources	2758
Supplies	Departmental/Mailroom	2160
Tuition Reimbursement Program	Human Resources	2758
Tuition Remission	Provost (Faculty)	2124
	SVP, Finance & Operations (Staff)	7835
Work-Related Injuries	Facilities Management	7807
	Human Resources	7837

IV PRINCIPAL SCHOOLS AND ADMINISTRATIVE OFFICES

Schools:

- School of Art
Room A211C , 661-253-7801
- School of Critical Studies
Room E123J, 661-253-7803
- Sharon Disney Lund School of Dance
Room E123Z, 661-253-7898
- School of Film/Video
Room E204, 661-253-7825
- Herb Alpert School of Music
Room B322, 661-253-7816
- School of Theater
Room E123O, 661-253-7853

Administrative Offices:

- Accounting
Room F201A, 661-253-7852
- Admissions/Enrollment Management
Room F303, 661-255-1050 x2185
- Advancement
Room F207, 661-253-7827
- Campus/Residence Life
Room 101, 661-253-7897
- Campus Safety
Room D100/E100, 661-222-2702
- Communications
Room F201H, 661-222-2782
- Community Arts Partnership (CAP)
Room D214, 661-222-2708
- Facilities Management
Room D100, 661-255-1050 x2106
- Finance and Operations
Room F306, 661-253-7835
- Financial Aid
Room F305, 661-253-7869
- Extended Studies
Room F301, 661-253-7783
- Human Resources
Room A210, 661-255-1050 x2637
- Information Technology (CAIT)
Room E200G, 661-253-7887
- Integrated Media (IM)
Room C108B, 661-291-3003
- International Students & Programs
Rooms G205 – G207, 661-253-7845

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Library

Room E200, 661-253-7889

President's Office

Room F300, 661-255-1050 x 2120

Provost Office

Room F300, 661-255-1050 x 2124

REDCAT (Roy and Edna Disney/CalArts Theater)

631 West 2nd Street, Los Angeles, CA 90012, 213-237-2810

Registrar's Office

Room F303, 661-253-7894

Student Advising

Room F303, 661-291-3404

Student Experience

Room A207, 661-253-7874

Student Health Services

Room D208, 661-253-7830

Student Success

Room F303, 661-253-7843

Switchboard & Reception

Main Lobby, 661-255-1050 x0

Tatum Lounge

Room D213, 661-255-1050 x2638

The Store

D213, 661-253-7893

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V ABOUT THIS HANDBOOK

This Handbook is designed to acquaint you with CalArts, the Institute's policies and to serve as a reference for your questions regarding your employment with us. We expect you to read this Handbook, become familiar with its contents and comply with the policies and provisions outlined in this Handbook. If you have any questions about the contents of this Handbook, feel free to discuss them with your Supervisor, Department Head, Dean or Chief Human Resources Officer.

Except with regard to the at-will nature of the employment relationship, neither this Handbook nor any other Institute or department policy or procedure, nor any written or oral policies or statements by any employee of the Institute, including any management or supervisory employee, creates or is intended to create a contract (express or implied) with regard to the length of your employment, the terms and conditions of your employment, a particular job position, title, responsibilities, compensation or any other matter.

This Handbook replaces all earlier Staff Handbooks and takes precedence over all memorandums and oral descriptions of personnel and department policies and procedures. Except for policies compelled by law, CalArts reserves the right to change the policies and procedures described within this Handbook at any time or any terms and conditions of your employment at any time without prior notice.

VI EMPLOYEE RELATIONS PHILOSOPHY

CalArts is committed to maintaining good employee relations, quality work conditions, open communication and employee involvement. The Chief Human Resources Officer is available to discuss any questions, concerns and/or suggestions you have regarding your working relationships with others, your job duties, or Institute/departmental policies and procedures that you have not been able to address with your Supervisor, Department Head or Dean.

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VII ACKNOWLEDGMENT RECEIPT OF STAFF HANDBOOK

STAFF MUST RETURN A SIGNED COPY OF THE ACKNOWLEDGEMENT RECEIPT TO THE OFFICE OF HUMAN RESOURCES. WE WILL RETAIN THE SIGNED RECEIPT IN THE EMPLOYEE'S PERSONNEL FILE.

This is to acknowledge that I have received a copy of the CalArts Staff Handbook. Check one:

- I accessed to the CalArts Staff Handbook through the CalArts intranet.
- I received an electronic copy of the CalArts Staff Handbook via email.

I understand that the Staff Handbook contains important information on the general personnel policies of the Institute and on my privileges and obligations as an employee. I will familiarize myself with the materials in the Staff Handbook and understand that I am governed by its contents. I agree to comply with Institute and department policies and procedures.

I understand that my employment with CalArts is at-will and that my employment can be terminated by me or by CalArts, at any time, with or without cause, and with or without notice. I further understand that other than the President, no dean, manager, supervisor, employee, agent or representative of CalArts has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement that alters CalArts' at-will employment policy. The at-will nature of my employment can only be altered by a written agreement signed by me and by the President.

I understand this Handbook supersedes and replaces all previous personnel policies, practices and guidelines. I further understand that CalArts may change, rescind or add to any policies, benefits (other than those mandated by law and the at-will policy except as set forth above) or practices described in the Staff Handbook from time to time in its sole and absolute discretion and that material changes will be made known to employees through the usual channels of communication within a reasonable period of time.

SIGNATURE

DATE

PRINT OR TYPE NAME

VIII ABOUT CALARTS

VIII.1 CALARTS MISSION STATEMENT

California Institute of the Arts educates artists in a learning environment founded on art-making excellence, creative experimentation, critical reflection and the diversity of voices. To advance the exploration of new forms and expressions, CalArts urges collaboration and reciprocity among artists, artistic disciplines and cultural traditions—both on campus and in ongoing engagement with communities near and far.

VIII.2 ACCREDITATION

California Institute of the Arts is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). The School of Art is an accredited institutional member of the National Association of Schools of Art and Design (NASA). The Sharon Disney Lund School of Dance is an accredited institutional member of the National Association of Schools of Dance (NASD). The Herb Alpert School of Music at CalArts is an accredited institutional member of the National Association of Schools of Music (NASM). The School of Theater is an accredited institutional member of the National Association of Schools of Theater (NAST). For additional information on CalArts, please refer to the CalArts catalog online at <http://calarts.edu/academics/course-catalogs-and-schedules>.

VIII.3 PHYSICAL FACILITIES

CalArts sits on 60 acres of spacious lawns dotted with shade trees, open fields and sloping hillsides. The center of campus life is a sprawling five-level, 500,000-square-foot main building, where, according to Walt Disney's original vision for CalArts, different artistic disciplines share space under one roof. The main building houses classrooms, staff and faculty offices, art studios, animation studios, music practice rooms, dance studios, galleries, theaters for drama, dance and film, music hall, performance hall, costume, scenery and machine shops, photo labs, computer and media labs, editing suites for film and video, digital recording studio, a library and a cafeteria. (Approximately 1,300 rooms)

Other buildings on the CalArts campus include The Wild Beast Music Pavilion, Chouinard Hall (residence hall) and William H. Ahmanson Hall (student apartments), the Eli and Edythe Broad graduate art studios, and several annexes filled with additional classrooms, studios, writing labs and other facilities. For questions or a building map, please contact Facilities Management. For information on tours of the campus, contact the Admissions Office.

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VIII.4 ACCESS

During the regular academic year, the artistic/academic building is accessible on a 24-hour basis to enable students to rehearse or complete projects. During hours when school is not in regular session, such as winter or summer break, special hours and access procedures will be posted at the main entrance.

VIII.5 SWITCHBOARD

The main Institute switchboard direct line is 661.255.1050. The main switchboard is open during normal staff hours. When the switchboard is closed, incoming calls are answered by voicemail and parties can transfer to an extension or to Campus Safety at ext. 2702. Campus Safety's direct line is 661.222.2702. Messages of an emergency nature will be relayed immediately by Campus Safety. Nonemergency messages will be relayed as time permits.

IX EMPLOYMENT AT CALARTS

The CalArts community—including students, faculty, staff, administrators, and alumni—believes that diversity and inclusion is crucial to the fulfillment of our institutional mission.

CalArts is committed to embracing diversity and inclusion to foster a community of respect and creativity. We strive to ensure that all members of the CalArts community become citizen artists that are able to interact effectively and ethically in an increasingly multicultural society and global economy.

IX.1 EQUAL EMPLOYMENT OPPORTUNITY

CalArts is an equal opportunity employer and does not unlawfully discriminate against qualified applicants or employees because of race, color, national origin, ancestry, sex (including pregnancy, childbirth and related medical conditions), sexual orientation, gender or perceived gender identification, age, religion, creed, genetic characteristics, physical or mental disability, medical condition, citizenship, marital status, military service status, or any other classification or characteristic protected by law. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall and termination.

Discrimination on any of these bases is unlawful and all persons involved in the Institute's operations are prohibited from engaging in such discrimination. If you feel you have been discriminated against, you should report any instance of unlawful discrimination to your supervisor, department head, dean, Institute Diversity Officer ("IDO") or the Office of Human Resources ('OHR'). The IDO is designated as CalArts' Equal Employment Opportunity Officer and Title IX Coordinator with respect to employment matters.

The Institute prohibits any and all retaliation for submitting a report of unlawful discrimination and for cooperating in any investigation. Any member of the CalArts community who retaliates against an employee for filing a report or cooperating in an investigation will be subject to disciplinary action up to and including termination of employment. Please report any instances of retaliation to the IDO or the Chief Human Resources Officer ("CHRO").

IX.2 NON-DISCRIMINATION ON THE BASIS OF DISABILITY

The Institute will make reasonable accommodations for the known disabilities of a qualified applicant or employee including pregnancy. Any applicant or employee who requires an accommodation in order to perform the essential functions of a job should contact their supervisor and the OHR. The Institute will engage in an "interactive process" to solicit the job applicant's or employee's input in an attempt to identify

reasonable accommodations that will not impose an undue hardship on the Institution or that are otherwise unreasonable under law.

IX.3 'AT-WILL' EMPLOYMENT

Since all employees are hired for an unspecified duration, no guarantee is made for any specific length of employment. All terms and conditions of employment are subject to modification with or without notice and with or without cause.

Employment is at the mutual consent of the employee and CalArts. This means you are free to leave your employment at any time, with or without cause or notice and CalArts retains the same right to terminate your employment and compensation or otherwise discipline, transfer or demote you, at any time, with or without cause or notice. You should understand that no manager, supervisor, agent or representative of CalArts, other than the President (and then only in a signed written agreement), has the authority to alter the 'at-will' nature of your employment verbally or in writing or enter into any written or verbal agreement for employment for any specified period of time or to make any agreement contrary to this policy. You should further understand that while you may receive promotions, pay raises, stipends, bonuses, commendations, etc., these are normal occurrences to employment and do not alter the 'at-will' nature of your employment relationship with CalArts.

IX.4 INTRODUCTORY EVALUATION PERIOD

The first 90 days of continuous employment at CalArts as a new hire or in a new position is considered an introductory evaluation period. Managers and supervisors may request to have a longer introductory period. Holidays or other absences may extend the introductory period. During this time, both the employee and CalArts will be assessing whether or not an employee is able to perform their duties as assigned, able to meet Institute and department standards and whether or not a good hiring decision has been made. Former staff members who are rehired will be considered new employees and will have a new introductory period, unless they are rehired to the same position in the same department within one year of separation. During and after the introductory period, an employee may leave their employment at any time, with or without cause or notice and CalArts may discharge an employee at any time with or without cause and without advance notice. At CalArts' sole discretion, the introductory evaluation period may be extended one or more times. A supervisor will notify their employee when he/she has satisfactorily completed the introductory evaluation period. Thereafter, employees will be assessed on an on-going basis and will be given feedback or receive written notice of areas of improvement needed. Temporary employees may be discharged at any time, with or without cause and without advance notice.

IX.5 EMPLOYEE CLASSIFICATIONS

Employees may be hired for regular or variable work hours, with or without benefits. At the time of hire, promotion or transfer, you will be advised in writing of your employee classification, hours and benefits. No change in regular hours or benefits is binding on the Institute unless in writing and signed by the President, head of a school or department, supervisor and the CHRO.

IX.5.1 Exempt Employees

Exempt employees, also referred to as salaried employees, are those who are exempt from certain wage and hour laws, i.e. overtime pay. Exempt employees may be classified in one of the following categories: executive managerial, professional, administrative or computer professional. These classifications are determined by a duty and salary basis test as mandated by the Federal Labor Standards Act (FLSA), and state wage and hour laws.

IX.5.2 Non-exempt Employees

Non-exempt employees, also referred to as hourly employees, are not exempt from wage and hour requirements. In California, employees who fall within this category must be paid the state minimum wage unless it is lower than the federal minimum wage. Non-exempt employees must be paid for each hour worked and given overtime pay of not less than one and a half times their hourly rate for any hours worked beyond eight (8) hours in a day or 40 hours in a week, and as otherwise required by law.

IX.5.3 Regular Full-time Employees

Depending on their job classification, these employees are regularly scheduled to work a minimum of 37½ or 40 hours per week on a continuous basis. Regular full-time employees are eligible to participate in CalArts' benefit programs subject to the terms, conditions and limitations of each program.

IX.5.4 Regular Part-time Employees

These employees are regularly scheduled to work less than 37½ hours per week on a continuous basis. Regular part-time employees who are normally scheduled to work on a .50 FTE basis (or more) are eligible to participate in certain CalArts' benefit programs subject to the terms, conditions and limitations of each program. Part-time employees

scheduled to work less than a .50 FTE are not eligible for CalArts' benefit programs except as mandated by law.

IX.5.5 Temporary/Casual Employees

These employees, either full-time or part-time, are hired for a specific project or to provide additional help for a limited period of time. An employee will not change from temporary status to regular status based upon the passage of time. Temporary employees retain that status unless or until notified by the OHR of a change. Temporary employees are not eligible to participate in CalArts' benefit programs unless mandated by law or the temporary assignment is for no less than a full academic or calendar year.

IX.6 RECRUITMENT AND SELECTION

Recruitment and hiring of non-academic personnel will be done by school/department hiring managers in coordination with the OHR and in accordance with Equal Employment Opportunity policies and procedures. For detailed information about the recruitment and selection process please reference the *Recruitment and Selection Policy* located on the forms page on the Hub under the Staff Recruitment/Hiring/ Selection at <https://hub.calarts.edu/forms/Pages/Forms-for-Staff.aspx>.

The employment and establishment of salary levels is the responsibility of the OHR who will consult with hiring managers. Salary levels will be determined based on current labor market salary statistics, internal salary grades and the work experience of the successful candidate.

All open staff positions will be posted on the CalArts website and may also be advertised using external sources such as Internet job boards and/or professional journals. All recruiting costs are recharged back to the hiring school/department.

All new, existing or temporary positions must first be reviewed and approved by the OHR before the recruiting/hiring process begins. To begin the recruiting process, hiring managers must submit a Recruitment Request Form ('RRF') to the OHR along with a new or updated job description before the recruiting process begins. Once the RRF is approved the position will be posted on the CalArts' website and any other job board or publications requested by the hiring manager.

A recruitment email account will be established for each school/department. The hiring manager or designee is responsible for the full-cycle recruitment process to include reviewing all incoming material from prospective job applicants, selecting candidates for phone and/or in-person interviews, making a verbal job offer and completing reference checks.¹ Once a candidate is selected for the position, the OHR must be notified and a formal offer letter will be sent to the hired candidate.

¹ Background checks are conducted on designated positions.

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CalArts is committed to recruiting and retaining a diverse faculty and staff and does not discriminate in its hiring of faculty and staff, or in the provision of its employment benefits to its faculty and staff on the basis of race, sex/gender, sexual orientation, national origin, ancestry, color, language use, religion, religious creed, age, marital status, gender, gender identity, gender expression, cancer-related or genetic-related medical condition, disability, pregnancy, perceived pregnancy, citizenship status, military service status, or any other status protected by law.

IX.6.1 Employment of Relatives

The Institute may employ relatives provided such individuals meet regular Institute employment standards. However, faculty or staff members shall not initiate, participate in or exercise any influence over departmental or institutional decisions involving a direct benefit to a relative, such benefits include initial hiring, retention, promotion, salary and leave of absence.

For purposes of this policy, "relatives" are defined as a spouse, registered domestic partner, parent, child, child of a domestic partner, individual from whom a faculty, staff member or the staff member's spouse or domestic partner has been assigned legal responsibility in a guardianship capacity, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, cousins, in-laws and others defined at the Institute's discretion.

In order to avoid any possible situations in which there might be a breach of confidential information, a conflict of interest, problems of safety, security, morale, or any adverse reaction, relatives may be placed in different departments or schools. "Relatives" of employees are *not* eligible for employment if they would work in a direct supervisory relationship with each other. If employees were to marry or become related and any of the situations outlined above arise, CalArts may take all reasonable steps to eliminate the problem including, but not limited to: a transfer, shift change or other accommodation. In the event there is no such reasonable accommodation, the Institute may have no choice but to separate one employee from employment.

IX.6.2 Layoffs

If it becomes necessary to lay off employees due to budgetary constraints, program restructuring or other business reasons, it is Institute policy that this be done by taking into consideration an employee skills, abilities, work record and any other measurable competencies as determined solely by the Institute. If an employee's skills, abilities, etc., as noted previously, are substantially equal, layoff may occur by reverse order of seniority.

In all cases where layoffs become necessary, the OHR must be consulted in order to determine which employees are to be laid off and to ensure the layoff process is fair and within legal standards.

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No person at the Institute has the authority to make any binding oral promises, assurances or representations regarding guaranteed employment with CalArts. Therefore, no employee can legitimately rely on any such representation in the future or continue to rely upon any such representation made in the past. Any such representations made prior to the effective date of this handbook are hereby rescinded and superseded by the above. All employment at the Institute remains 'at will' and may be terminated at any time, without notice or cause. Exceptions, if any, are valid only if in a signed written agreement by the President of CalArts.

IX.6.3 Rehires

Former employees will be considered for re-employment on an individual basis. Generally, employees who voluntarily left the Institute or who were released for reduction in work force reasons will be considered for re-employment. In most cases, involuntarily terminated employees will not be considered for rehire.

X PAYROLL PRACTICES

X.1 HOURS OF WORK

Regular full-time employees are generally scheduled to work seven and one-half hours per day and 37½ hours per week, Monday through Friday. In some work units (e.g., Facilities Management and REDCAT) the normal work schedule for regular full-time employees is eight hours per day and 40 hours per week. In addition, employees may be required to work overtime or hours other than those normally scheduled whenever necessary.

Supervisors will determine the work hours for each school/department. Generally, most staff members work between 8 a.m. and 4:30 p.m., 8:30 a.m. and 5 p.m., or 9 a.m. and 5:30 p.m.

X.2 Summer Alternative Work Schedule ("SAWS")

If approved by Administration and successfully passed by a 2/3 vote of eligible staff members, it is customary during the summer months (the first Friday after graduation to generally, the last week of August) for CalArts to operate on a four-day workweek—Monday through Thursday or Tuesday through Friday. During this period employees will work extended hours. Details on work schedules and compensation during the Summer Alternative Work Schedule are available from the OHR. The SAWS only applies to staff working on the main campus.

X.3 OVERTIME/COMPENSATORY TIME OFF

X.3.1 Overtime

All overtime worked by non-exempt employees must be approved by their supervisor in advance, and will be paid according to current state and federal law. Non-exempt employees are entitled to overtime pay if they work more than eight hours in a day, more than 40 hours in a week, or on the seventh consecutive day of work in one work week. Overtime is not paid to exempt employees.

Only actual time worked in one week is considered in computing eligibility for overtime pay. Holidays, vacation time, sick time, jury duty time, approved or excused absences, meal breaks, etc., are not counted in calculating overtime compensation. Weekend work does not result in premium pay unless it qualifies as overtime under applicable laws.

Supervisors will attempt to provide as much advance notice as possible for overtime; however, you may be required to work overtime on short notice. Failure to work scheduled overtime, or working overtime without prior authorization, may result in disciplinary action up to and including termination.

X.3.2 Compensatory Time Off ("CTO")

The State of California does not permit private employers to offer CTO to non-exempt employees in lieu of paying overtime for hours worked over more than eight hours in a day, more than 40 hours in a week, or on the seventh consecutive day of work in one work week.

Overtime is not paid to exempt employees nor do exempt employees receive compensatory time off for working more than eight (8) hours in a day or 40 hours in a workweek.

X.3.3 Mandatory Work Request

In an emergency situation, such as fire, earthquake or other disasters, the Institute and/or school/department management can mandate attendance, overtime and the rescheduling of vacations to the extent allowed by applicable law.

School/department management can take these and other actions to ensure work is performed for the Institute. An employee refusing to comply with mandatory work requests may be subject to disciplinary action, up to and including termination.

X.3.4 Make Up Time

Make up time is an alternative to overtime pay. This option permits staff to request time off for personal reasons and 'make up' the time by working more than eight (8) hours on another day but within the same week instead of receiving overtime pay. An

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employee's use of make up time is completely voluntary. CalArts does not encourage, discourage or solicit the use of make up time. Managers/supervisors **cannot** encourage, coerce or suggest that employees take make up time in lieu of overtime pay. Managers/supervisors may deny a make up time request.

Make up time worked will not be paid at an overtime rate even if you work more than eight hours in a day. The Institute's seven-day workweek is Monday through Sunday. You may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

Staff must submit a make up time request in writing to their manager/supervisor on the Make Up Time Request Form. Requests will be considered for approval based on the legitimate business needs of the Institute at the time the request is submitted. A separate written request is required for each occasion that the employee requests make up time. Make up time should also be indicated on the staff member's timesheet.

All make up time requests must be submitted to a supervisor at least 24 hours in advance of the desired time off. **Make up time requests shall be approved in writing before any make up hours are worked.**

Staff who take time off but are unable to work the scheduled make up time for any reason, the hours missed will normally be unpaid or charged to sick or vacation time whichever is applicable. In addition, staff may request to use another day within the same workweek the time off was taken to make up the time. If you work make up time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

X.4 TIME KEEPING REQUIREMENTS

CalArts requires all non-exempt and exempt staff employees to complete an electronic time sheet. Non-academic employees are paid biweekly on Fridays. The completion and approval of the electronic time sheet is verification that all parties checked the time sheet for accuracy, assuring rest periods were offered and required meal breaks were taken during the pay period.

X.4.1 Non-exempt Employees

Non-exempt employees **must** record hours worked on a daily basis and accurately note the time the work day begins and ends and the beginning and ending time of meal periods (which are unpaid).

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CalArts is subject to the provisions of the Fair Labor Standards Act (FLSA) and state wage and hour laws. The provisions of these laws make it mandatory that actual hours worked be accurately recorded and that work in excess of eight hours per day and/or 40 hours per week be compensated for a time equal to one and one-half or double the employee's hourly rate, as applicable. **Non-exempt employees who submit improperly or inaccurately recorded time sheets or who falsify a time sheet will be subject to disciplinary action up to and including termination.**

X.4.2 Exempt Employees

Exempt employees **must** approve their electronic time sheet at the end of each pay period and record all hours used for sick and/or vacation. **Exempt employees who do not accurately record time off for sick or vacation or who falsify a time sheet will be subject to disciplinary action up to and including termination.**

X.5 MEAL AND REST PERIODS

X.5.1 Meal Periods

Employees who are scheduled to work more than five (5) hours per day are provided with an unpaid meal period each workday. Non-exempt employees are required to take a minimum 30-minute, duty free, meal break. Employees who work more than five (5) hours per day and work in a school or administrative office are granted a 60 minute meal period. Non-exempt employees who work in support of the physical plant are granted a 30-minute meal period.

If an employee's workday exceeds 10 hours, they are entitled to a second meal period. It is important to note that regardless of the length of the meal period, a minimum of 30 consecutive minutes of that meal period **must** be uninterrupted by **any** work. Employees must be relieved of all job duties and also be permitted to leave the premises. Failure to take a minimum 30-minute meal break is a violation of Institute policy and can result in disciplinary action, up to and including termination.

Non-exempt employees must accurately record their meal periods on their time sheet, indicating when the meal period begins, and when it ends, and must identify that time as a meal period. Non-exempt employees are also required to certify that they have taken their meal periods, on their time sheets.

Supervisors and managers are responsible for scheduling meal periods to strictly comply with this policy. Failure to grant a non-exempt employee a minimum 30-minute, duty free, meal break is a violation of Institute policy and state employment law and will result in disciplinary action, up to and including, termination. Non-exempt employees who are not provided a minimum 30-minute, duty free, meal break should contact the OHR immediately.

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X.5.2 Rest Periods

Non-exempt employees, whose total daily work time is at least 3.5 hours or “major fraction” thereof, must be permitted to take a 10-minute uninterrupted duty free paid rest period. Employees must be permitted to leave the premises during their rest period.

Rest periods cannot be combined for a longer rest period and cannot be used to arrive late, leave early or make up for tardiness.

Supervisors may schedule meal and rest periods. Non-exempt employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

X.6 PAY PERIODS

CalArts' staff members are paid on a biweekly basis, 26 times per year. Employees paid via direct deposit to their selected banking institutions can access their pay stubs on The Hub by going to the WebAdvisor tab and clicking 'Employee Profile'. Pay stubs are located under the 'Pay Advices CaLARTS' link. Live paychecks are mailed on Fridays during the academic year and Thursdays during the summer academic break (if a Summer Alternative Work Week is approved).

Paychecks represent earnings from the previous two weeks. Monday is the first day of the workweek. Any problems with an employee's paycheck should first be discussed with their manager/supervisor or department head. If the manager/supervisor or department head is unable to answer the employee's question(s) the employee should contact the Payroll Office.

When an employee terminates their employment with CalArts their final paycheck will include earnings through the final day of work and payment for unused accrued vacation.

X.7 DIRECT DEPOSIT

All employees are encouraged to enroll in the CalArts direct deposit program to minimize the risk of lost or misplaced paychecks and to ensure timely deposit of funds. Employees that do not elect to enroll in the direct deposit program will have their paychecks sent to the mailing address on file.

X.8 PAYROLL DEDUCTIONS

Items that may be withheld/deducted from payroll earnings include, but are not limited to:

Mandatory

- Federal Income Tax
- State Income Tax
- FICA (Social Security and Medicare Tax)
- State Disability Insurance (SDI)
- Garnishments

Voluntary

- Health Insurance premium (pre-tax)
- Dental Insurance premium (pre-tax)
- Additional Long Term Disability Insurance Premium
- Additional Life Insurance premium
- Accident Insurance premium
- Critical Illness Insurance premium
- Long-Term Care Insurance premium
- Vision Care Program premium (pre-tax)
- Flexible Savings Account (pre-tax)
- Health Savings Account (pre-tax)
- Retirement Plan Contributions (pre-tax)
- Credit Union Contributions
- Repayment of Payroll Overpayments
- United Way Contributions

Information concerning payroll deductions and coverage under the various insurance and retirement program(s) may be obtained from the OHR.

XI JOB PERFORMANCE

Employees are expected to their perform job duties at a level satisfactory to Institute and department standards at all times. Employees are also expected to be professional in carrying out their work and in their interactions with faculty, students, co-workers, visitors or anyone having dealings with CalArts.

XI.1 PERFORMANCE REVIEWS

CalArts encourages managers/supervisors to discuss work performance regularly with their employees. Formal evaluations will be conducted annually based on the calendar year from January 1 through December 31 each year using the Institute's performance review management system.

The purpose of performance evaluation is to review the employee's current level of performance, to examine the progress made since the last evaluation, and to establish goals for the employee's next evaluation. A performance review does not guarantee an increase in pay. Managers/supervisors will complete a performance review on new employees at the end of the 90-day introductory evaluation period to provide constructive feedback to new employees concerning their work productivity.

Performance evaluations are conducted by an employee's immediate supervisor and reviewed by the department head or dean where applicable and the OHR. After receiving their performance evaluations, employees will be requested to sign the evaluation acknowledging that they have received the evaluation and are aware of its content. Employees are also given the opportunity to make comments on the evaluation form. A copy of the performance evaluation will then be placed in the employee's personnel file.

XI.2 TRAINING

During an employee's first days on the job, their supervisor should spend time with them discussing their job duties/requirements and school/department policies as applicable. Depending on the position, employees may be required to complete and/or maintain job certifications and other professional development courses to help them in their current position or to provide opportunities for advancement. Employees are highly encouraged to ask their supervisor/manager questions about job expectations and they should not hesitate to ask for clarification or re-training if necessary.

CalArts wants every employee to be successful as a member of the community and encourages them to seek assistance and guidance in carrying out their job duties and upholding Institute and department standards. If an employee is not performing or behaving as expected, the employee will be counseled, given an opportunity to

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improve and/or be retrained. Failure to meet school/department and/or Institute standards will be subject to corrective action up to and including termination.

XII STANDARDS OF CONDUCT

CalArts employees are expected to be dependable, courteous, professional and honest. It is important to treat faculty, students, co-workers, visitors and anyone having dealings with CalArts with respect. Employees are asked to report any information they might have concerning violations of CalArts or department policies and procedures to their dean, department head, supervisor, or OHR. No action will be taken against any employee for notifying management in good faith of possible violations.

XII.1 ALCOHOL AND DRUG USE

CalArts makes every effort to provide employees with a workplace, which is safe, productive and conducive to the welfare of all. In accordance with applicable law, CalArts has established and implemented a Drug Free Workplace Policy. CalArts expects employees to arrive at work as scheduled in a sober and reliable state, free from the influence of alcohol, marijuana or drugs and to remain free from the influence of these substances while they are on the job. Illegal drugs that are referred to in this policy, include drugs that are legally obtainable, but are used for illegal purposes.

The Drug Free Workplace Policy prohibits the illegal use, possession, transport, manufacture, distribution, promotion, dispensation or sales of drugs or the illegal use or possession of alcohol and/or marijuana, while performing work for CalArts, or while on CalArts property including open areas and parking lots, or while operating CalArts equipment and vehicles. The policy also specifies that employees may not report to work under the influence of any medication, drug or other substance which would in any way affect their work performance, alertness, coordination, response or affect the safety of others on the job. Sanctions will be imposed on employees (consistent with federal and state law) for the use or distribution of illicit drugs or illicit use of alcohol, up to and including termination of employment.

CalArts recognizes that employees may take drugs as prescribed by their physician. However, if the use of prescription or over-the-counter drugs affects an employee's ability to perform their job, they are expected to notify their supervisor to ensure the well-being and safety of themselves and others.

XII.2 ALCOHOL AND DRUG REHABILITATION

CalArts recognizes the importance of assisting employees in dealing with substance abuse problems and will reasonably accommodate any employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program. An employee desiring to participate in such a program should request a leave of absence to do so.

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CalArts is not required to employ any employee who, because of the employee's current use of alcohol or drugs, is unable to perform his or her duties, or cannot perform the duties in such a manner which would endanger their health or safety or the health or safety of others.

XII.3 ATTENDANCE AND PUNCTUALITY

Employees are expected to report to work and be ready to start at their scheduled time. Late arrival, early departure or other absences from scheduled work are disruptive and must be avoided. If an employee is unable to report for work for any reason whatsoever or will be more than 15 minutes late, they must notify their supervisor via phone, text or email as soon as they know they will be absent or late. In all cases managers/supervisors must be notified no later than thirty minutes before the beginning of the employee's shift. This will eliminate any worry and enable the manager/supervisor to reassign duties to other employees for the day if necessary. If an employee expects to be absent for more than one day, they should indicate the expected date of return and inform their supervisor if it changes. If the length of absence is unknown, a call, text or email is required each day. A doctor's note may be required to return to work and may be requested by a manager/supervisor at any time. Excessive absenteeism or tardiness (whether excused or not) will not be tolerated.

XII.4 ARTISTIC WORKS AND CENSORSHIP

Employees of CalArts are exposed to a wide variety of artistic expression. Works of art, design, performance or publication are not subject to prior censorship. All staff, faculty and students are instructed to avoid any act that might be regarded as censorship. Anyone who objects to a work of art, design, performance or publication may object in accordance with procedures set forth as part of CalArts' Exhibition/Presentations Policy, a copy of which appears in the appendix of this Handbook. At no time may a work of art be removed without permission of the artist.

XII.5 CALARTS' PROPERTY

Employees have no expectation of privacy on Institute property. CalArts reserves the right to access and inspect Institute and personal property to include but not limited to: Institute vehicles, work stations, desks, lockers, information and communications stored in CalArts' computer files or in cloud-based services attached to CalArts owned computers, on CalArts' disk drives, in work voicemail boxes, electronic mail systems or other media devices or forms of communication, personal vehicles, clothing, packages, purses, briefcases, lunch boxes or other personal property brought on to Institute property or worksites to locate information, to determine compliance with policies, to investigate misconduct or for any other business purpose. Employees should not have any expectation of privacy with regard to any material brought into the workplace. An

inspection may be conducted before, during, or after working hours by an employee's dean, department head, supervisor, or manager, or by security personnel designated by CalArts. Personal items and information that an employee desires to keep private should not be placed, stored, or kept in or on Institute property. Employees who fail to cooperate with such a search will, absent justification, be discharged or otherwise disciplined.

XII.6 CONFIDENTIALITY OF INFORMATION

It is essential that all employees maintain confidentiality regarding any and all information, which they may obtain in the course of their employment. This information includes but is not limited to personal identification or financial information, personnel records, student records and other sensitive documents or data. The use of video, digital or cell phone cameras to capture images of any Institute documents, proceedings, employees or anyone doing business with CalArts without express permission is prohibited.

In accordance with the Family Educational Rights and Privacy Act (FERPA), a school or department may not generally disclose personally identifiable information from an eligible student's education records to a third party, including a student's parent(s), unless the eligible student has provided written consent. Staff with access to students' personally identifiable information should consult CalArts' FERPA policy. For more information regarding FERPA please contact the Registrar's Office.

XII.7 HARASSMENT/ DISCRIMINATION (see Appendix for full policy)

CalArts is firmly committed to maintaining an environment free of discrimination and unlawful forms of harassment and is prepared to take action to prevent and correct such behavior, including applying appropriate discipline up to and including termination. This policy applies to all employees, customers, visitors, vendors or anyone doing business with the Institute.

Unlawful harassment is conduct that has the purpose or effect of creating an intimidating, hostile or offensive work environment. It also has the purpose or effect of unreasonably interfering with an individual's work performance, or adversely affects an individual's employment opportunities on the basis of race, color, religion, national origin, age, gender, gender identification, sexual orientation, military status, physical or mental disability, medical condition, or any other characteristic protected by applicable federal, state or local law.

Unlawful harassment may take many forms including but not limited to: verbal, visual, physical and sexual harassment. Coercive behavior, including suggestions that academic or employment reprisals will follow the refusal of granting sexual favors, constitutes gross misconduct, will not be tolerated, and can result in immediate discipline.

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Anyone who feels they have been subjected to discrimination or other forms of unlawful harassment by senior administrator, dean, manager, supervisor, co-worker, customer, visitor, vendor or anyone doing business with the Institute is encouraged to follow the procedures described in the Sexual Harassment Policy, a copy of which appears in the appendix of this Handbook. Those same procedures will also be used to address any complaint concerning other forms of unlawful discrimination and harassment.

If managers, supervisors or other employees observe or otherwise become aware of such harassment, they should take immediate action to stop it and report it to their dean, department head and the OHR.

The Institute will not permit or tolerate any form of retaliation against an employee who, in good faith, reports or opposes any form of discrimination and/or unlawful harassment, or participates in the investigation of a discrimination and/or unlawful harassment complaint. Anyone accused of harassment may not retaliate nor address the victim about the incident during or after the investigation.

The Institute will promptly investigate the matter and take whatever corrective action it deems necessary, up to and including termination of employment. In addition, employees may file a complaint with California Department of Fair Employment and Housing ("DFEH") and/or the U.S. Equal Opportunity Commission ("EEOC") if they believe they have been harassed or discriminated against or that they have been retaliated against for resisting or complaining of harassment, discrimination, or retaliation.

XII.8 JOB ABANDONMENT

An employee who is absent from work for three or more consecutive work days and does not contact their manager/supervisor to report said absence will be considered to have abandoned their job unless a reasonable excuse is offered and accepted by CalArts. An employee who walks off the job is considered to have voluntarily resigned their employment with CalArts.

XII.9 PERSONAL APPEARANCE

While CalArts has no formal dress code, employees are expected to dress in a manner consistent with the requirements of their position. Employees required to wear uniforms must do so in accordance with department policy. Employees are asked to maintain a neat, clean, professional appearance and observe good habits of grooming and personal hygiene.

XII.10 SMOKING

In accordance with City Ordinance, smoking is only allowed in outside areas that are

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designated for smoking. The entire artistic/academic building and the other annex buildings have been designated as smoke-free buildings. Smoking is prohibited within 25 feet of all entrances as well as indoors, including private and shared offices, cafeterias, meeting or conference rooms, classrooms, auditoriums, lunch rooms, lounges, lobbies, hallways stairwells, elevators and restrooms.

***XII.11* WHISTLEBLOWER PROVISIONS**

CalArts expects all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities and comply with all applicable laws and regulations. CalArts has an open door policy and encourages employees to share their questions, concerns, suggestions or complaints, or evidence of suspected wrongdoing, unethical practices, or violations of law or policy. The employee is encouraged to speak with their manager/supervisor about their concerns. If an employee is not comfortable speaking with their manager/supervisor or the employee is not satisfied with their manager's/supervisor's response, they may speak directly with their dean or department head and the OHR.

Senior administrators, deans, directors, managers and supervisors are required to report suspected violations of this policy to the OHR, who has specific and exclusive responsibility to investigate all reported violations. If the alleged conduct is substantiated, the OHR will take appropriate corrective action.

No employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including immediate termination of employment.

***XII.12* WORKPLACE VIOLENCE**

The Institute is committed to providing a violence-free workplace for its employees. The Institute prohibits actual or threatened violence by employees against co-workers, students, faculty, visitors, vendors or anyone doing business with the Institute. The policy is also intended to promote workplace security by addressing situations in which visitors or any other persons who are either on our premises or have contact with employees in the course of their duties threaten or commit violent acts against them.

Security and safety in the workplace is every employee's responsibility. Verbal or physical threats of violence are serious and must be reported immediately to the Campus Safety Office. **When an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately by calling Campus Safety at ext. 2222 or if necessary, by calling 911.**

If faced with a disgruntled or suspicious individual and the situation becomes volatile and it would not be wise to openly call for help, the employee should excuse

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themselves, go to another office and/or phone, call Campus Safety at ext. 2222, and request coffee service for the office, such as, **"This is _____ in the _____ office, please send up coffee for myself and my visitor or myself and two visitors" (whichever is applicable)**. This will alert Campus Safety to trouble in that area and how many individuals are involved. If the situation does not allow for the employee to access another office and/or phone to request help, you are encouraged to ask the person or persons "In order to take a moment and collect ourselves, may I order us some coffee?" You can then call ext. 2222 and request coffee service using the wording above.

Individuals may in good faith make a report under this policy without fear of retaliation. Any form of retaliation against any person for making such a good faith report is prohibited.

XIII DISCIPLINARY PROCEDURES

XIII.1 REASONS FOR DISCIPLINARY ACTION

CalArts expects its employees to perform their work well, to adhere to a standard of good conduct and work performance and to observe CalArts' and departmental policies and procedures. Initiation or implementation of any disciplinary action, including termination by a manager/supervisor must be discussed with the dean, department head and OHR before any disciplinary action is imposed upon an employee.

Employees will be immediately terminated for serious misconduct or any activity which threatens the health, safety or property of the Institute, its employees, customers, visitors, the public, or as otherwise determined appropriate in CalArts' sole discretion.

The standards of conduct and work performance set forth below are intended to provide employees with notice of what is expected of them. It is not possible to provide an exhaustive list of all types of impermissible conduct and performance. Therefore, employees should be aware that conduct not specifically listed below, but which adversely affects or is otherwise detrimental to the interests of CalArts, other employees or students, will result in disciplinary action, up to and including termination.

1. Unsatisfactory work quality or quantity.
2. Frequent or excessive tardiness, absence from work or the work area, leaving work without notifying your immediate supervisor or getting prior approval.
3. Sleeping on the job.
4. Insubordination, including improper conduct toward a supervisor or those in authority.
5. Refusal to perform tasks assigned by a supervisor in an appropriate manner.
6. Not adhering to department or legal guidelines to take meal breaks and rest periods.
7. Dishonesty, including falsifying or making a material omission on an employment application, timesheet, or any other CalArts' record.
8. Theft, including unauthorized removal or possession of property belonging to CalArts, coworkers, students or anyone on CalArts' premises.
9. Misusing or destroying property belonging to CalArts or the property of another on CalArts' premises.
10. Unauthorized use of CalArts' equipment, time, materials or facilities.

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11. Disclosing or using confidential or proprietary information without authorization, including release of confidential information about CalArts or its employees or students.
12. Interfering with the work performance of others.
13. Violating the Workplace Violence Policy.
14. Altercations, including fighting on CalArts' premises.
15. Bringing on CalArts' premises or possessing dangerous or unauthorized materials such as a firearm, or other type of weapons, hazardous substances or dangerous materials on CalArts' premises.
16. Discriminating and/or harassing employees or students, or otherwise violating the CalArts' equal employment or Discrimination/Harassment policies.
17. Violating CalArts' drug free workplace policy; including being under the influence of drugs and/or alcohol while conducting CalArts business.
18. Providing minors with illicit drugs, drug paraphernalia or simulated drugs and alcohol on Institute property or during Institute sponsored events.
19. Violating safety, security or health rules or practices or engaging in conduct that creates a safety, security or health hazard.
20. Acquiring moving violations, or Driving Under the Influence or Negligent Driver violations while on or off duty, for drivers of CalArts' vehicles.
21. Failing to notify management of accidents, tickets received or other motor vehicle related violations while driving CalArts' vehicles.
22. Being convicted of a crime that indicates unfitness for the job or raises a threat to the safety or well-being of CalArts' employees, students or property.
23. Violating any CalArts' policy, including any of the policies described in this Handbook, as revised from time to time.

CalArts, at its sole discretion, will impose forms of progressive discipline in which each case will be considered based on its own facts. Nothing in the Staff Handbook or the listing above is intended to alter the at-will nature of employment with CalArts or to limit CalArts' right to discharge an employee without cause or without prior notice.

XIII.2 PROBLEM RESOLUTION

CalArts continually looks for ways to improve employee communications, supportive supervisor-employee relationships, co-worker interactions and written communications. As part of this process, CalArts promotes an open-door policy which provides employees the opportunity to approach their dean, department head, manager, supervisor, the OHR, Senior Vice President of Finance and Operations, Provost or President with concerns and seek solutions to issues arising from working relationships, working conditions and employment policies and practices. The Problem Resolution Process as outlined below is available to any employee who wishes to improve communication or resolve a problem in a proactive and timely manner. Allegations of unlawful discrimination or harassment, incidents involving gross misconduct and/or employee terminations are not covered by the Problem Resolution Process. Allegations of unlawful discrimination or harassment must be reported to the OHR immediately and will be resolved under the Harassment Policy.

An employee's request for a Problem Resolution review will not jeopardize their employment or standing with the Institution. The OHR will attempt to investigate the employee's concerns and provide the employee with a response as soon as reasonably possible.

XIII.3 INFORMAL PROCESS

Employees are encouraged to first discuss work-related issues informally with their manager/supervisor, who should work with them to expeditiously resolve the matter, so appropriate action may be taken. In addition to the manager/supervisor, the OHR personnel are available for consultation and guidance. If a manager/supervisor is unavailable or the employee believes that it would be inappropriate to discuss the issue with their manager/supervisor, they should discuss the concern with the next level of management or the OHR. If the employee remains unsatisfied with the outcome of these efforts, they may request the issue be reviewed by the Senior Vice President of Finance and Operations, Provost and the Chief Human Resource Officer ("CHRO").

Employees are encouraged to work towards a resolution of their problems informally in order to bring about a timely and mutually agreeable resolution. If the issue cannot be resolved through the informal process, the issue may be reviewed under a more formal procedure of the Problem Resolution Process.

XIII.4 FORMAL PROCESS

Employees seeking formal problem resolution should contact the OHR within 10 days following the resolution provided under the informal process or if the manager/supervisor fails to respond to the issue within the first three business days after originally presented. The OHR will initiate and oversee the procedures outlined below.

- The employee should submit a written request asking for a formal review of the

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issue. The written request should describe the nature of the problem, steps were taken during the informal process to resolve the issue, and resolution reached if applicable, why the employee believes the issue should continue to the formal process, and include a proposed remedy or resolution. The written request should also include names of all individuals involved and the names of witnesses with knowledge of the problem.

- The OHR will forward the request to the Senior Vice President of Finance and Operations and will serve as a resource to provide additional information as needed. The Senior Vice President of Finance and Operations may at their discretion meet with the employee and with others who may have knowledge of the facts surrounding the problem. The Senior Vice President of Finance and Operations will provide the employee with a written decision, within 10 calendar days of receipt of the request for review unless additional time is required to complete the review.
- If the employee is not satisfied with the response from the Senior Vice President of Finance and Operations they may ask to have the issue heard by the Problem Resolution Committee. This request must be submitted in writing to the OHR and the Senior Vice President of Finance and Operations within 10 calendar days of the date of the written decision by the Senior Vice President of Finance and Operations.
- The Problem Resolution Committee consists of three (3) regular staff members each of whom will have one year of continuous service with CalArts. One member of the Committee will be appointed by the Senior Vice President of Finance and Operations and one member by the President of the Staff Council. Together, these members of the committee will appoint a third member to serve as chairperson. No person will participate as a member of the Problem Resolution Committee who has been involved in the event(s) upon which the grievance is based or who is biased.
- The CHRO will serve as a resource person to the Problem Resolution Committee and will provide information, as needed, with regard to pertinent CalArts' policies and procedures, any pertinent federal, state or local employment laws, precedent setting cases, or other relevant information. In addition, the CHRO's designee will provide administrative services including but not limited to supplying copies of pertinent documents, scheduling meetings, arranging for a scribe to take and prepare minutes and the preparation of the final report.
- Within 10 calendar days of the date the Problem Resolution Committee is formed or as soon thereafter as practical, the Problem Resolution Committee will meet in closed session to consider the grievance. The members of the Problem Resolution Committee will respect the confidentiality of the proceedings.
- At the completion of its review, the Problem Resolution Committee shall prepare a written advisory report consisting of findings, conclusion and recommendations

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and submit it to the President of CalArts with copies to the employee, the employee's department head and CHRO under separate cover. The Problem Resolution Committee will also forward to the President, copies of any written material or items that it considered in connection with the review process.

- The President or the President's designee will consider the report and at their discretion, take whatever action he or she deems appropriate. Prior to taking such action, the President or the President's designee may discuss the report with the members of the Problem Resolution Committee, the employee or any other person. The President or the President's designee will transmit their decision in writing to the member of the Problem Resolution Committee, the Senior Vice President of Finance and Operations, CHRO, the employee and the employee's department head. The decision of the President will be final.

XIV BENEFITS

This section of the handbook is designed to briefly highlight some features of benefits offered to employees. For full details of the various benefit plans, please visit the OHR. To the extent there is a difference between the benefit plans and this handbook, the benefit plans will prevail as changes are made to the plans. CalArts reserves the right to modify, suspend and terminate benefits as permitted by law in whole or part, at any time, for any reason. At the present time, the following benefits are offered.

XIV.1 GROUP HEALTH INSURANCE

CalArts offers group health insurance to eligible employees and their spouse, domestic partner and/or dependent(s). Premium costs for insurance benefits are shared by CalArts and benefit eligible employees. Information regarding CalArts' health insurance plans, including details on eligibility, is available from the OHR.

XIV.2 DENTAL INSURANCE

CalArts offers dental insurance to eligible employees and their spouse, domestic partner and/or dependents. Premium costs for insurance benefits are shared by CalArts and benefit eligible employees. Information concerning CalArts' health insurance plans, including details on eligibility, is available from the OHR.

XIV.3 BASIC TERM LIFE INSURANCE AND CORE LONG TERM DISABILITY INSURANCE

This insurance is available at no cost to all eligible employees. Information concerning benefit amounts and other details is available from the OHR.

XIV.4 COBRA

Pursuant to the federal law known as the Consolidated Omnibus Budget Reconciliation Act of 1985, ("COBRA"), employers who sponsor group health plans which fall within the regulations of the COBRA law, must offer employees and their eligible dependents the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. Employees covered by the Institute's health insurance plan have the right to choose continuation coverage if they lose their group health coverage due to a change in their work status for any reason other than gross misconduct on their part. Eligible dependents, excluding domestic partners, may also have the right to elect and pay for continuation coverage for a temporary period in certain circumstances where

their coverage under the Plan would otherwise end. More information concerning rights under COBRA, are available from the OHR.

XIV.5 FLEXIBLE SPENDING ACCOUNT

A Flexible Spending Account (FSA) allows you to redirect a portion of your salary on a pre-tax basis into reimbursement accounts. The dollars put aside can be used for eligible medical, dental, and vision expenses for employees and covered spouses or dependents not covered by insurance and for dependent care for children and/or a disabled dependent. In accordance with IRS regulations, domestic partner expenses cannot be reimbursed through the FSA. Pre-tax means the dollars you put aside for eligible expenses are not subject to social security tax, federal income tax and, in most cases, state and local taxes. For a full plan description and IRS rules, please contact the OHR.

XIV.6 HEALTH SAVINGS ACCOUNT

Employees must have coverage under the Institute's high-deductible health plan (HDHP) to open and contribute to a Health Savings Account (HSA). An HSA allows employees to redirect a portion of their salary on a pre-tax basis into a reimbursement account. The dollars put aside can be used for eligible medical, dental and vision expenses for employees and covered spouses or dependents. In accordance with IRS regulations, domestic partner expenses cannot be reimbursed through the HSA. Pre-tax means the dollars put aside for eligible expenses are not subject to social security tax, federal income tax and, in most cases, state and local taxes. For a full plan description and IRS rules, please contact the OHR.

XIV.7 RETIREMENT PROGRAM

A voluntary and contributory tax-deferred annuity program also known as a 403(b) retirement plan is available. Taxes on all contributions— those of the employee and CalArts—plus accumulations thereon are deferred until the funds are withdrawn. All regular employees who work more than 1,000 hours per year and are age 21 or older are eligible to enroll in the retirement plan upon hire. Employees are eligible to receive a CalArts' contribution after their first year of continuous service if they are enrolled in the plan. Information concerning CalArts' retirement program is available from the OHR.

XIV.8 EMPLOYEE ASSISTANCE PROGRAM

CalArts has an Employee Assistance Program (EAP) that provides professional counseling, information and referral services to eligible employees and their spouse, domestic partner and dependent children. The program offers confidential consultation on a wide variety of personal, family or work-related issues. Information about this benefit can be obtained from the OHR.

XIV.9 WORKERS' COMPENSATION INSURANCE

CalArts offers Workers' Compensation Insurance for all employees which covers medical expenses for work-related injuries/illnesses. Workers' Compensation may also pay a portion of an injured employee's salary for a work related injury/illness when the employee is unable to work. On-the-job injuries must be reported immediately to the Facilities Management Office or the OHR so that a Workers' Compensation claim form can be filed with the insurance carrier.

XIV.10 SOCIAL SECURITY

This federally mandated program (the cost of which is shared equally by the employee and CalArts) provides retirement income based on covered earnings, disability income and income for the employee's spouse and dependent children in the event of the employee's death. A portion of the cost is for Medicare insurance.

XIV.11 STATE DISABILITY INSURANCE (SDI)

This insurance, wholly paid for by the employee and mandated by the State of California, provides weekly benefits for prolonged illness or absence from work due to injury, which occurred off the job (non-work related). It is administered by the California Employment Development Department. CalArts integrates unused accrued sick and vacation benefits with this benefit.

XIV.12 UNEMPLOYMENT INSURANCE

CalArts self-funds Unemployment Insurance ("UI") benefits to eligible workers who are terminated from employment for reasons other than gross misconduct. UI is administered by the California Employment Development Department ("EDD"). It is important to note that while CalArts self-funds UI benefits, the EDD, **not** CalArts, makes the final determination on who receives UI benefits.

XIV.13 PAID FAMILY LEAVE (PFL)

The State of California provides a maximum of six weeks of “Paid Family Leave (PFL) benefits” to eligible employees who take time off of to care for a child, spouse, parent or domestic partner who is seriously ill and unable to care for them self or to bond with a new child.

XIV.14 PROFESSIONAL/PERSONAL DEVELOPMENT REIMBURSEMENT PROGRAM

This holistic program was developed to improve the professional and personal development of CalArts staff members. Through professional development, staff members will have the opportunity to enroll in programs that will enhance their present job skills, and increase their potential for promotion. Through personal development, staff members may enroll in personal development programs that will contribute to their overall health and wellbeing.

All regular full-time employees having 12 months of continuous service are eligible to participate in the Tuition Reimbursement Program. Part-time employees (.50 FTE and higher) can receive a pro rata portion of benefits. A complete copy of the Professional/Personal Reimbursement policy may be obtained on the Hub at <https://hub.calarts.edu/forms/Pages/Forms-for-Staff.aspx>.

XIV.15 TUITION REMISSION

Employees with five (5) years of employment at CalArts are eligible for tuition remission for family members. Employees must work at least 50% time for all five years in order to apply. Eligibility will commence the first semester after five years of employment. Additional information regarding the eligibility requirements can be found at <https://policies.calarts.edu/all-policies/tuition-remission>.

XV HOLIDAYS, VACATION AND SICK LEAVE

XV.1 HOLIDAYS

The following days are observed as paid holidays if it is a regularly scheduled workday, for all regular full-time employees and regular part-time employees.

- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day

When a holiday falls on Saturday the preceding Friday will be observed. When a holiday falls on Sunday the following Monday will be observed. Holiday pay is not granted for a holiday immediately preceding the first day of employment or for a holiday immediately following the last day worked. Holiday pay for non-exempt employees who are required to work on holidays observed by CalArts has two components: the employee's straight time hourly rate plus compensation for all hours worked. Holidays that fall during a scheduled vacation do not count as vacation used.

XV.2 WINTER BREAK

The Institute generally observes a winter break in late December and is closed for eight (8) paid days. Employees are notified each fall of the exact dates of winter break.

XV.3 VACATION

Paid vacations are granted to regular full-time and part-time employees. Full time employees accrue vacation on a per pay period basis. Part-time employees accrue vacation on a pro-rata basis per pay period.

XV.3.1 Non-exempt Staff

First year of employment	12 days per year
Second through fourth year of employment	15 days per year
Fifth year of employment and thereafter	20 days per year

XV.3.2 Exempt Staff

First through fourth year of employment	15 days per year
Fifth year of employment and thereafter	20 days per year

XV.3.3 Senior Administrators (Associate Vice Presidents and above)

First year of employment and thereafter	20 days per year
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Employees are encouraged to use all earned vacation each year. Vacation can be accumulated from year to year, up to a maximum of 20 days in the second through fourth year of employment; and 25 days in the fifth and following years of employment. If an employee's earned but unused vacation reaches the maximum accrual allowed, the employee will not accrue any additional vacation benefits. If the employee later uses enough vacation to fall below the maximum, he or she will resume accruing vacation from that day forward.

Vacation accruals begin on the first day of employment, but vacation may not be taken during the introductory evaluation period. Nor may vacation be taken before it is earned. Employees will not accrue vacation days while on an unpaid leave of absence.

Earned vacation is based on the number of hours worked per week. Vacation time taken when CalArts is on the summer four-day workweek schedule is charged at the rate of 1.25 days for each workday taken as vacation.

Vacation must be requested in advance and approved in writing by the employee's supervisor before making final vacation plans. Vacations usually are taken during the summer months but may be scheduled at other times with the written approval of the employee's supervisor. Employees with seniority will be given preference in vacation scheduling. Employees will not be paid in lieu of taking vacation time off. All unused accrued vacation time will be paid to employees upon voluntary or involuntary termination of employment.

XV.4 PAID SICK LEAVE

Regular full-time employees accrue paid sick leave at the rate of 1 day per month, up to a maximum of 12 days per year. (For employees regularly scheduled to work 40 hours per week, 1 day of sick leave is equivalent to 8 hours of sick pay. For employees regularly scheduled to work 37.5 hours per week, 1 day of sick leave is equivalent to 7.5 hours of sick pay.) Regular part-time employees accrue paid sick leave on a pro-rata basis. Regular full-time and part-time employees may carry over accrued but unused paid sick leave from one year to the next up to a maximum of 60 days. Paid sick leave taken by an employee while on a summer four-day-workweek schedule is charged at the rate of 1.25 days for each day taken as a sick day. Employees do not accrue paid sick leave while on

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unpaid leave. **Accrued sick leave may not be used for vacation. Employees who falsely uses accrued sick leave for vacation will be disciplined up to and including termination.**

Temporary and student employees who began employment on/after July 1, 2015 and part-time employees who work on a less-than-.5 FTE basis, will accrue paid sick leave at the rate of one hour for every thirty hours worked. These employees may carry over accrued but unused paid sick leave from one year to the next, up to a maximum of 6 days (48 hours), but may only use 3 days (24 hours) of accumulated paid sick leave per year.

Paid sick leave may be used for absences due to the diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee. Paid sick leave may also be used for specified purposes by an employee who is the victim of domestic violence, sexual assault, or stalking.

Each calendar year, an employee may use accrued paid sick leave for absences due to the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee's family member. For the purpose of this policy, "family member" means (a) a child, (b) a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the Participant was a minor child, (c) a spouse, (d) a registered domestic partner, (e) a grandparent, (f) a grandchild, or (g) a sibling. A "child" includes a biological, adopted, or foster child, stepchild, legal ward, a child to whom the employee stands in loco parentis or child of a registered domestic partner.

Where the need to use paid sick leave is foreseeable, reasonable advance notice is expected. Where the need for paid sick leave is not foreseeable, notice must be provided as soon as practicable. Notice may be provided verbally or in writing to the employee's supervisor or to the OHR.

Employees who take more than three days of paid sick leave will be required to provide appropriate documentation to OHR in support of the leave, which, in the case of an absence due to an employee's own illness or disability, must include a medical release certifying that the employee is able to resume normal duties with/without accommodations.

Accrued, unused paid sick leave is not paid out at the time of separation from employment. However, employees who are re-employed with CalArts within a year of separation will have their accrued, unused paid sick leave under this policy made available to them.

Leave under this policy may run concurrently with leave taken under other applicable policies and under local, state, or federal law, including leave taken pursuant to the California Family Rights Act (CFRA) or the Family and Medical Leave Act (FMLA). For more information regarding leave under this policy, contact the OHR.

XVI LEAVES OF ABSENCE

XVI.1 Family Care and Medical Leave

The federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA") provide eligible employees the opportunity to take unpaid, job protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.

XVI.2 Employee Eligibility

To be eligible for FMLA/CFRA leave an employee must (1) have worked for CalArts for at least 12 months prior to the date on which the leave is to commence; (2) have worked at least 1,250 hours in the 12 months preceding the leave; and (3) work at a location where at least 50 or more CalArts employees work within 75 miles of the location.

XVI.3 Permissible Uses of FMLA/CFRA Leave

CalArts will grant FMLA/CFRA leave to eligible employees for the following reasons:

1. The birth of the employee's child or the placement of a child with the employee either through adoption or foster care (FMLA/CFRA);
2. To care for the employee's spouse, child, or parent who has a "serious health condition" (i.e. an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment or continuing supervision by a health care provider) (FMLA/CFRA);
3. To care for the employee's registered domestic partner who has a serious health condition (CFRA only);
4. For a serious health condition (including serious health conditions resulting from on-the-job illness or injury) that makes the employee unable to perform his/her job (FMLA/CFRA);
5. For any "qualifying exigency" (as defined by federal regulation) because the employee is the spouse, son, daughter, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation (FMLA only); or
6. To care for a "covered service member" (i.e. one who is recovering from a serious illness or injury sustained in the line of duty while on active duty) who is the spouse, son, daughter, parent, or next of kin of the employee. (FMLA/CFRA for 12 weeks if the employee is eligible for both, followed by 14 weeks of (FMLA only), or 26 weeks of FMLA only if leave is not CFRA covered leave).

An employee who is disabled by pregnancy, childbirth or related medical condition, even if not otherwise eligible for FMLA/CFRA leave, is entitled to take an unpaid

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pregnancy disability leave for the period of her actual disability, up to four months in accordance with the California Pregnancy Disability Leave law (see CalArts' Pregnancy-Related Disability Leave policy). A female employee who is eligible for a FMLA/CFRA leave may be entitled to take an unpaid leave of up to 12 work-weeks in addition to an unpaid pregnancy disability leave to care for her newborn child (i.e., baby bonding). Information regarding individual situations and the manner in which pregnancy disability leaves are coordinated with and/or credited against FMLA/CFRA leave may be obtained by contacting the OHR.

To the extent permitted by law, CalArts designates all paid and/or unpaid leaves due to reasons that are eligible under the FMLA to run concurrently with, and be counted against, an employee's FMLA entitlement provided the employee qualifies for FMLA. Also, to the extent permitted by California law, the leave will also run concurrently with and be counted against, an employee's CFRA leave entitlements.

XVI.4 Amount of FMLA/CFRA Leave

The maximum amount of leave that may be taken in a 12-month period for all FMLA/CFRA reasons combined is 12 weeks, with one exception. For military caregiver leave, the maximum combined leave entitlement is 26 weeks in a single 12-month period, with leaves for all other FMLA/CFRA reasons constituting no more than 12 of those 26 weeks. Leave taken for the birth, adoption, or foster care placement of a child must be concluded within one year of the birth or placement of the child with the employee for adoption or foster care.

Except in the case of military caregiver leave, the 12-month period is measured on a rolling basis backwards from the date the employee uses any FMLA/CFRA leave. For military caregiver leave, the 12-month period is the 12-month period measured forward from the date an employee's first military caregiver leave began.

In cases where both spouses/registered domestic partners are employed by CalArts, their combined leave for the birth, adoption, or foster care placement of a child may not exceed 12 work weeks in any 12-month period. Spouses who are both employed by CalArts may take a maximum combined total of 26 weeks in the 12-month period for military caregiver leave.

XVI.5 Using FMLA/CFRA Leave

FMLA/CFRA leave for the employee's own serious health condition, or for the serious health condition of the employee's spouse or registered domestic partner, parent, or child (including the child of a registered domestic partner), or to care for a covered service member may be taken on an intermittent or reduced-hours basis (as opposed to taking all leave in one block) when medically necessary. Military exigency leave may also be taken on an intermittent basis.

An employee requesting leave on an intermittent or reduced-hours basis must schedule the leave, insofar as possible, to minimize disruption of his/her work schedule and

assignments. CalArts reserves the right to reassign an employee to a temporary alternative position, with equivalent pay and benefits, if it will better accommodate the employee's recurring absences for intermittent or reduced-hours leave.

FMLA/CFRA leave taken for the birth, adoption, or foster care placement of a child generally must be taken in blocks of at least two weeks' duration; however, CalArts will provide employees with leave for birth, adoption, or foster care placement of less than two weeks' duration on any two (2) occasions.

XVI.6 Procedure for Requesting Family Care and Medical Leave

When seeking FMLA/CFRA leave, employees must provide Human Resources:

1. Thirty (30) days advance notice of the need for FMLA/CFRA leave, if the need for leave is foreseeable, or notice as soon as practicable in the case of unforeseeable leave and compliance with CalArts' normal call-in procedures, absent unusual circumstances.
2. A certification of necessity when leave is taken due to a qualifying exigency related to military service.
3. Medical certification from a healthcare provider supporting the need for leave due to the serious health condition of the employee, or for leave to care for a child, spouse/registered domestic partner, or parent with a serious health condition, or for leave to care for a service member due to serious injury or illness. For foreseeable leaves, employees must provide the required medical certification before the leave begins. When this is not possible, employees must provide the required certification within 15 calendar days after CalArts' request for certification, unless it is not practicable under the circumstances to do so. Second or third medical opinions and periodic re-certifications may be required when permitted by law. Any request for an extension of the leave must also be supported by an updated medical certification.
4. Periodic reports during the leave regarding the employee's status and intent to return to work.
5. Medical certification of fitness for duty before returning to work, if the leave was due to the employee's serious health condition.

Failure to comply with the foregoing requirements may result in delay or denial of leave.

XVI.7 Leave's Effect on Pay

FMLA/CFRA leave is unpaid. However, employees are required to use accrued sick leave for all FMLA/CFRA leaves and any accrued vacation pay when a leave is taken because of the employee's own serious health condition. Employees may also use any accrued sick leave pay when a leave is taken to attend to the employee's spouse or registered domestic partner, parent or child (including the child of a registered domestic partner) who has a serious health condition, or to care for a covered service member. The foregoing notwithstanding, the use of vacation and/or sick leave pay is optional (i.e. not required), during periods in which the employee is receiving any kind of income replacement benefits, such as workers' compensation, disability or Paid Family Leave benefits. The substitution of paid leave for family care or medical leave

does not extend the total duration of FMLA/CFRA leave to which an employee is entitled.

XVI.8 Leave's Effect on Benefits

An employee taking FMLA/CFRA leave will be allowed to continue participating in any health plans in which the employee was enrolled before the first day of the leave (for a maximum of 12 weeks, or 26 weeks if the leave is to care for a covered service member) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave.

Thus, the employee must continue to pay his or her share of the health plan premiums during the leave. If the employee substitutes paid leave for the unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. If the leave is unpaid, the employee must make arrangements with OHR for the payment of such premiums on the same date as if paid by payroll deduction or as otherwise agreed between the employee and OHR. In some instances, CalArts may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following FMLA/CFRA leave.

Eligibility to participate in all other CalArts' sponsored benefit plans during FMLA/CFRA leave will be governed by the terms of each benefit plan. Information concerning eligibility and costs may be obtained by contacting the OHR.

Employees on FMLA/CFRA leave do not accrue other employment benefits, such as sick leave and vacation benefits, and will not receive holiday pay while on leave. Use of FMLA/CFRA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

XVI.9 Reinstatement

Employees returning from FMLA/CFRA leave are entitled to reinstatement to the same or comparable position consistent with applicable law. CalArts retains the right to deny reinstatement to employees who are among the highest paid ten percent (10%) of CalArts' employees and whose reinstatement would cause substantial and grievous economic injury to CalArts' operations. If an employee fails to return to work immediately after the period of the approved leave expiration, the employee will be considered to have voluntarily separated from CalArts' employ.

XVI.10 Miscellaneous

This policy is intended to comply with and will be interpreted in accordance with FMLA and CFRA, and all applicable regulations. To the extent this policy may conflict with those laws, those laws control.

XVII Pregnancy-Related Disability Leave and Reasonable Accommodation

XVII.1 Leave of Absence

Any employee who is disabled due to pregnancy, childbirth, or related medical conditions may take an unpaid pregnancy-related disability leave for the period of actual disability of up to 4 months (i.e. 17 ½ weeks). Pregnancy-related disability leave may be taken intermittently, or on a reduced-hours schedule, as medically necessary. [Note: A female employee who is eligible for a FMLA/CFRA leave may be entitled to take an unpaid leave of up to 12 work-weeks in addition to a pregnancy-related disability leave to care for her newborn child (i.e. baby bonding). Information regarding individual situations may be obtained by contacting the OHR.]

XVII.2 Reasonable Accommodation

An employee is entitled to reasonable accommodation for pregnancy, childbirth or related medical conditions if she so requests and provides CalArts with medical certification of the need for accommodation from her health care provider. In addition to other forms of reasonable accommodation, a pregnant employee is entitled to transfer temporarily to a less strenuous or hazardous position or to less strenuous or hazardous duties if she so requests, the transfer request is supported by proper medical certification, and the transfer can be reasonably accommodated.

XVII.3 Substitution of Paid Leave for Pregnancy-Related Disability Leave

Unless otherwise prohibited by applicable law, an employee taking pregnancy-related disability leave must use all accrued paid sick leave at the beginning of any otherwise unpaid leave period and may, at her option, substitute accrued vacation time for all or a portion of the leave. The substitution of paid leave for pregnancy-related disability leave does not extend the total duration of the leave to which an employee is entitled.

XVII.4 Leave's Effect on Benefits

An employee taking a pregnancy-related disability leave will be allowed to continue participating in any health plans in which the employee was enrolled before the first day of the leave at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave.

Thus, the employee must continue to pay her share of the health plan premiums during the leave. If the employee substitutes paid leave for the unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. If the leave is unpaid, the employee must make arrangements with OHR for the payment of such premiums on the same date as if paid by payroll deduction or as otherwise agreed between the employee and OHR. In some instances, CalArts may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following pregnancy-related disability leave.

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related disability leave will be governed by the terms of each benefit plan. Information concerning eligibility and costs may be obtained by contacting the OHR.

Employees on pregnancy-related disability leave do not accrue other employment benefits, such as sick leave and vacation benefits, and will not receive holiday pay while on leave. Use of pregnancy-related disability leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

XVII.5 Other Terms and Conditions of Leave

The provisions of CalArts' FMLA/CFRA leave policy regarding notice requirements, medical certification requirements, and reinstatement also apply to all pregnancy-related disability leaves. However, for pregnancy-related disabilities, there is no process for obtaining more than one medical opinion, and there is no reinstatement exception for key employees. For the purpose of applying these provisions, an employee's pregnancy-related disability is considered to be a serious health condition.

XVII.6 Miscellaneous

This policy is intended to comply with and will be interpreted in accordance with the California Fair Employment and Housing Act, and all applicable regulations. To the extent this policy may conflict with those laws, those laws control.

XVII.7 Disability Leave for Work Related Injuries or Illness

XVII.7.1 Eligibility

Any employee who is disabled and unable to work due to work related injury or illness will be granted a leave of absence. The duration of leave will be consistent with applicable law. Any disability leave under this policy for an injury which qualifies as a serious health condition will run concurrently with any medical leave to which the employee is entitled under CalArts' FMLA/CFRA leave policy.

XVII.7.2 Leave's Effect on Pay

Leaves under this policy are without pay. Employees may, however, use any accrued vacation and sick pay benefits during the leave and the use of such benefits will be coordinated with workers compensation temporary disability payments.

XVII.7.3 Leave's Effect on Benefits

An employee taking a leave under this policy will be allowed to continue participating in any health plans in which the employee was enrolled before the first day of the leave at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave.

Thus, the employee must continue to pay his or her share of the health plan premiums during the leave. If the employee substitutes paid leave for the unpaid leave, such

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payments will be deducted from the employee's pay through the regular payroll deductions. If the leave is unpaid, the employee must make arrangements with OHR for the payment of such premiums on the same date as if paid by payroll deduction or as otherwise agreed between the employee and OHR. Note: unless otherwise required by law, the maximum duration that an employee may continue to participate in CalArts' group health insurance plans under this policy or in combination with leaves granted under other CalArts' leave policies is six months.

Eligibility to participate in all other CalArts' sponsored benefit plans during a leave under this policy will be governed by the terms of each benefit plan. Information concerning eligibility and costs may be obtained by contacting the OHR.

Employees on leave due to a work related injury or illness do not accrue other employment benefits, such as sick leave and vacation benefits, and will not receive holiday pay while on leave. Use of leave due to a work related injury or illness will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

XVII.7.4 Other Terms and Conditions of Leave

The provisions of CalArts' FMLA/CFRA leave policy regarding the requirement that an employee provide a medical certification before returning to work will also apply to all leaves under this policy. An employee who is granted a leave under this policy must keep Human Resources timely apprised of any change in status that may impact their ability to return to work or their anticipated date of return.

XVII.8 Temporary Disability Leave

XVII.8.1 Eligibility

CalArts employees who have exhausted or are otherwise not eligible to take a leave of absence under CalArts' FMLA/CFRA or Pregnancy-Related Disability leave policies may apply for a temporary disability leave to reasonably accommodate a qualified disability under the Americans with Disabilities Act or the California Fair Employment and Housing Act.

XVII.8.2 Procedures for Requesting Temporary Disability Leave

Applications for temporary disability leaves under this policy will be considered on a case-by-case basis, consistent with the CalArts' obligations under federal and state laws, and must be supported by evidence of medical necessity.

XVII.8.3 Substitution of Paid Leave for Temporary Disability Leaves

Temporary disability leaves are without pay. An employee who is granted a temporary disability leave must use any accrued vacation and sick pay benefits during the leave

and the use of such benefits will be coordinated with State Disability Insurance or workers compensation temporary disability payments.

XVII.8.4 Leave's Effect on Benefits

An employee taking a temporary disability leave will be allowed to continue participating in any health plans in which the employee was enrolled before the first day of the leave at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave.

Thus, the employee must continue to pay his or her share of the health plan premiums during the leave. If the employee substitutes paid leave for the unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. If the leave is unpaid, the employee must make arrangements with OHR for the payment of such premiums on the same date as if paid by payroll deduction or as otherwise agreed between the employee and OHR. Note: unless otherwise required by law, the maximum duration that an employee may continue to participate in CalArts' group health insurance plans under this policy or in combination with leaves granted under other CalArts' leave policies is six months.

Eligibility to participate in all other CalArts' sponsored benefit plans during a temporary disability leave will be governed by the terms of each benefit plan. Information concerning eligibility and costs may be obtained by contacting the OHR.

Employees on temporary disability leave do not accrue other employment benefits, such as sick leave and vacation benefits, and will not receive holiday pay while on leave. Use of temporary disability leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

XVII.8.5 Duration of Temporary Disability Leave

The duration of a temporary disability leave under this policy shall be consistent with applicable law, but in no event shall the leave extend beyond the date on which an employee becomes capable of performing the essential functions of his or her position, with or without reasonable accommodation.

XVII.8.6 Reinstatement

As soon as practical, but no later than two weeks before the end of a temporary disability leave, an employee must confirm a return-to-work date with OHR. Prior to returning from a temporary disability leave, the employee must secure a release from his or her healthcare provider confirming the release to return to work to perform regular duties or set forth any restrictions. As a general rule, employees who return to work at the end of a temporary disability leave will be returned to their former positions. There may, however, be circumstances when this is not always possible and as such, CalArts cannot guarantee that an employee's former position, or any other position, will be available when the employee is released to return to work.

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XVII.8.7 Miscellaneous

The provisions of the CalArts FMLA/CFRA leave policy regarding notice and medical certification requirements apply to this policy. In addition, employees who are granted a temporary disability leave must keep the OHR timely apprised of any change in status that may impact their ability to return to work or their anticipated date of return.

XVII.9 WORKERS' COMPENSATION DISABILITY LEAVE

Any employee who is disabled and unable to work due to a work-related injury or illness will be granted a leave of absence. The duration of the leave shall be consistent with applicable law. As an alternative, the Institute may offer the employee modified work.

Any Workers' Compensation disability leave for a work-related injury or illness that qualifies as a serious health condition shall run concurrently with any FML to which the employee is entitled under the CalArts' Family Care/Medical and Pregnancy Disability Leave Policy.

The Institute may sponsor voluntary recreational, social or athletic activities (such as employee picnics, softball teams, after-hours farewell parties, exercise programs, etc.) for its employees from time-to-time. An employee's attendance and participation at such activities, however, is completely voluntary and is not work-related. Neither the Institute nor its Workers' Compensation insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that arises out of an employee's voluntary attendance and/or participation in any off-duty recreational, social nor athletic activities that are not part of the employee's work-related duties.

XVII.10 NOTICE & CERTIFICATION

Employees must provide at least 30 days advance notice of their intention to take a leave for foreseeable events (such as the expected birth of a child or a planned medical treatment) and complete a Faculty/Staff Leave Request Form. If 30 days' notice is not practicable due to unforeseen events (such as a medical emergency or workers' compensation injury), you must notify your supervisor and the OHR, at least verbally, as soon as you learn of the need for a leave of absence or, in the case of workers' compensation, of any injury.

All leaves involving a serious health condition, including a pregnancy related disability or work-related injury or illness, requires medical certification from the health care provider of the employee or family member to substantiate the existence of a condition requiring the leave. Medical certification and leave request forms are available from the OHR.

Failure to comply with these notice requirements is grounds for, and may result in, denial or delay of the requested leave until the employee complies.

If an extension of sick leave is required or requested, the employee must submit a doctor's note or medical certification to their supervisor or the OHR and complete a Faculty/Staff Leave Request form. Requests for leave extensions must be received at least five working days before the date on which the employee was originally scheduled to return to work.

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and must include the revised anticipated date(s) and duration of the leave. There is no guarantee that a leave extension will be granted.

XVII.11 COMPENSATION DURING LEAVE

FML and Workers' Compensation leave is unpaid. However, you are required to use accrued paid sick leave and/or vacation time while on family care or medical leave to the maximum extent permitted by law, until you have exhausted your paid sick leave and/or vacation time. Use of paid sick leave and/or vacation time runs concurrently with (at the same time as) family care or medical leave, and does not extend the length of the family care or medical leave to which you are entitled. Employees on Workers' Compensation leave may be eligible for wage replacement benefits from the Institute's workers' compensation insurance carrier and all other benefits will be coordinated with such workers' compensation benefits.

PDL is unpaid. However, you must use accrued paid sick leave and may at your option use any accrued vacation time while on pregnancy disability leave, until you have exhausted your paid sick leave and/or vacation time. Use of paid sick leave and/or vacation time runs concurrently with (at the same time as) pregnancy disability leave, and does not extend the length of the pregnancy disability leave to which you are entitled.

XVII.12 PAID FAMILY LEAVE

The State of California provides a maximum of six weeks of "Paid Family Leave (PFL) benefits" to eligible employees who take time off of to care for a child, spouse, parent or domestic partner who is seriously ill and unable to care for themselves, or to bond with a new child. The Institute requires that employees who take PFL use two weeks of accrued vacation, the maximum amount of accrued vacation time permitted by law. If an employee has less than two weeks of accrued vacation, then the employee is required to use all accrued vacation while on PFL. Employees should not assume that the availability and granting of PFL benefits from the state entitles them to time off, job protection or guaranteed reemployment if they miss work without Institute approval.

CalArts integrates unused accrued sick and vacation benefits with state disability and paid family leave benefits. For details, please contact the OHR.

XVII.13 BENEFITS DURING LEAVE

An employee on FML, PDL or Workers' Compensation leave may continue their participation in any health plans in which the employee was enrolled before the first day of the leave, for up to a maximum of 12 work weeks or longer where required by law on the same terms and conditions as those for active employees. Thereafter, employees may continue their group health insurance coverage through the Institute by making monthly payments to the Institute for the amount of their employee premium(s).

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Employees who fail to pay their portion of the premium(s) within 30 days of the due date may be subject to cancellation of their health insurance coverage. In some instances, the Institute may recover premiums it paid to maintain group health insurance coverage if an employee do not return to work following family care or medical leave.

Employees on family care, medical, pregnancy disability and Workers' Compensation leave will accrue sick leave and vacation benefits only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual. Such benefits, however, will not be credited to the employee until the employee returns from leave. Moreover, the rate of accrual will be proportional to CalArts' pay received (Example: A full-time employee, who is receiving two-thirds of their pay from SDI and one-thirds from CalArts, will accrue one-third days of sick leave per month).

***XVII.14* RETURN TO WORK FROM MEDICAL LEAVE OF ABSENCE**

When an employee is able to return to work at the end of an authorized medical leave, the employee must have their physician complete the Family and Medical Leave Return to Work Certification form to verify that the employee is able to resume normal duties. This form is to be submitted to the OHR before an employee may return to work and begin performing any work duties. Under most circumstances, when an employee returns to work, they will be reinstated to the same job or a comparable job. If an employee can return to work but requires accommodations, the employee, immediate supervisor and a representative from the OHR must engage in an interactive process to discuss how the Institute can provide reasonable accommodations to the extent required by law.

An employee who fails to return to work on the first scheduled workday following an authorized leave of absence, or who fails to comply with the other requirements described above while on leave of absence, may be considered to have voluntarily resigned. It is imperative for employees to maintain written and/or verbal communication with their immediate supervisor or the OHR regarding when they will return to work.

XVIII OTHER LEAVES OF ABSENCE

XVIII.1 PERSONAL LEAVE OF ABSENCE

Any regular full-time or part-time employee who has concluded the Introductory Evaluation Period, exhausted all accrued vacation time and is not eligible for family care or medical leave, or has exhausted other applicable types of leaves, may request a personal leave of absence, without pay, for a period not to exceed 60 calendar days. Any such request must be in writing and must be approved by the employee's supervisor and OHR. Approval of such a request is discretionary and will ordinarily occur, only when compelling circumstances exist and staffing permits. During the leave, the employee will not accrue any time off benefits. Employees who desire to maintain their insurance benefits during the period of personal leave must pay the full cost of their health benefits and are required to make monthly payments. Employees whose unpaid personal leave of absence exceeds 30 days will be removed from CalArts' insurance and offered coverage under COBRA. Please see the OHR for more details. Employees on a personal leave of absence may not accept employment with any other employer without the written consent from the OHR. Upon conclusion of the personal leave of absence, CalArts will attempt to return the employee to his or her former position, if possible.

XVIII.2 BEREAVEMENT LEAVE

Upon the death of an immediate family member, CalArts grants up to three days of bereavement leave with pay to regular full-time and part-time employees. Immediate family members are defined as: an employee's spouse, domestic partner under California law, parent, step-parent, legal guardian, child, step-child, foster child, sibling, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, or sister-in-law.

A "day" of bereavement leave pay equals the number of hours that the employee is regularly scheduled to work on a workday. If an employee requires more than three days off for bereavement leave, the employee may request additional time off and must utilize unused accrued vacation benefits. Employees will record the bereavement leave on HubTime.

XVIII.3 PAID TIME OFF FOR VOTING

Employees who want to vote in a statewide election but do not have sufficient time outside their regular working hours to do so, may request time off from work for up to two (2) hours to vote without loss of pay. Time off should be at the beginning or end of the employee's regular working shift whichever allows the most time for voting and the least time away from work. An employee should request time off to vote from their supervisor at least two days prior to an election day.

XVIII.4 JURY AND WITNESS DUTY LEAVE

If you are summoned for jury duty or subpoenaed to appear as a witness in a court, arbitration or other official administrative proceeding, please notify your supervisor immediately and provide them with your summons or subpoena, so they can anticipate redistribution of tasks and staffing needs. You must submit a copy of your completion of jury service certificate or subpoena to the OHR to verify your call to duty and to ensure you are properly paid for jury or witness duty leave.

Regular full-time and part-time employees will be paid for up to five (5) working days to serve as a juror or witness. If more time is required to serve, employees are to utilize accrued vacation days if available. Otherwise, additional time off is on an unpaid basis. In some circumstances, the Institute may be required to pay exempt employees, who are on jury or witness duty for part of a week, a full week's salary under the provisions of state or federal law. Employees who are released from the service of the court before the end of their regularly scheduled shift or who are not asked to serve on a jury panel must contact their supervisor as soon as possible and then report to work, time permitting.

XVIII.5 ORGAN AND BONE MARROW DONORS' LEAVE

Employees who choose to donate organs or bone marrow to another person are provided with the following paid leaves:

- Organ donors are provided with a 30-day (workdays) leave of absence in any one-year period; and
- Bone marrow donors are provided a leave of absence up to five workdays in any one-year period.

You must provide written verification to your supervisor and OHR of the need for the leave, stating you are a bone marrow or organ donor and that there is a medical necessity for the donation. The employee must utilize sick and vacation time if available. Leave for the purpose of donating bone marrow or an organ may not run concurrently with Family Medical Leave (FMLA).

XVIII.6 CRIME VICTIM LEAVE

Employees are provided with unpaid Crime Victim Leave if the employee is:

- The victim of a crime;
- An immediate family member of a victim of a crime;
- A registered domestic partner of a victim of a crime; or
- The child of a registered domestic partner of a victim of a crime.

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Employees must provide their supervisor and the OHR with a copy of the notice for each scheduled proceeding that is provided to the victim by the agency responsible. Employees must provide reasonable advance notice of the need for time off for this purpose. If advance notice is not possible or if an unscheduled absence occurs related to the above provisions, the employee must provide the employer with documentation confirming the judicial proceeding as soon as possible after the absence in order to avoid any adverse actions being taken by the Institute. Documentation may come from the court or government agency setting the hearing, the District Attorney or prosecuting attorney's office, or the victim/witness office advocating on behalf of the victim.

Employees may use accrued vacation and/or sick time if available. Otherwise, the leave will be unpaid. The Institute does not discriminate or retaliate against employees who are victims of crimes and take time off pursuant to this policy.

XVIII.7 DOMESTIC VIOLENCE AND SEXUAL ASSAULT VICTIM LEAVE

The Institute provides employees who are victims of domestic violence abuse with unpaid time off from work for the following reasons:

- To seek medical attention for injuries caused by domestic violence;
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence;
- To obtain psychological counseling related to an experience of domestic violence;
- To participate in safety planning and take other actions to increase safety from future domestic violence, including temporary or permanent relocation; and
- To obtain a temporary restraining order, restraining order or other court assistance.

When possible, employees must provide advance notice of the need for time off for the above stated activities, unless advance notice is not possible due to the circumstances. However, if an employee who is the victim of domestic violence and/or sexual assault takes unscheduled time off pursuant to this policy, the employee must provide their supervisor and OHR within a reasonable period of time following the unscheduled time off, one of the following:

- A police report indicating that the employee was a victim of domestic violence;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

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Employees may use accrued vacation and/or sick time if available. Otherwise, the leave will be unpaid. However, the amount of time off pursuant to this policy cannot exceed the unpaid leave time available under the federal Family and Medical Leave Act. The Institute does not discriminate or retaliate against employees who are victims of domestic violence and/or sexual assault and who take time off pursuant to this policy to ensure their own health, safety or welfare, or that of their child/children.

XVIII.8 TIME OFF FOR SCHOOL VISITS

If you are a parent, grandparent or guardian, with custody of a child in kindergarten, in grades 1-12 or is attending a licensed child day-care facility, and wish to take time off to participate in activities of the school or child care facility, you may take unpaid time off up to eight hours each calendar month (up to a maximum of 40 hours each school year), per child. You may also be granted time off to attend a school conference involving the possible suspension of your child. You must give reasonable notice to your supervisor of your planned absence. Employees must utilize vacation time if available. Otherwise, such time off for non-exempt employees is unpaid. For exempt employees, such time off may be paid or unpaid, as provided by applicable law. The Institute requires documentation from the school noting the date and time of your visit.

XVIII.9 VOLUNTEER CIVIL SERVICE LEAVE

If you are a volunteer firefighter, reserve peace officer or emergency rescue personnel of the federal, state, local government, special district or other public or municipal corporation or political subdivision of California; or of a sheriff's department, police department or private fire department, you are provided with unpaid time off to perform emergency duty. If you are a volunteer firefighter, you will be provided with unpaid time off up to 14 calendar days to engage in fire or law enforcement training. Employees must utilize vacation time if available. Otherwise, such time off for nonexempt employees is unpaid. For exempt employees, such time off may be paid or unpaid, as provided by applicable law. A summons and proof of service must be provided to your supervisor.

XVIII.10 CIVIL AIR PATROL LEAVE

If you are a volunteer member of the California Wing of the civilian auxiliary of the U.S. Air Force (Civil Air Patrol), you are provided with unpaid time off up to 10 days per year to respond to an emergency operation mission, the leave for a single emergency mission cannot exceed three days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by your supervisor. You must have been employed by the Institute 90 days before the start of the leave to be eligible for this leave. Employees may utilize vacation time if available. Otherwise, such time off for nonexempt employees is unpaid. For exempt employees, such time off may be paid or unpaid, as provided by applicable law. A summons and proof of service

must be provided to your supervisor. A summons and proof of service must be provided to your supervisor.

XVIII.11 MILITARY LEAVE

All employees who enter the uniformed services of the United States (consisting of the Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or national emergency) or the California National Guard or an equivalent California militia, may take military leave in accordance with federal and state laws. You need to bring your military service orders to the OHR for review prior to commencement of the leave.

XVIII.11.1 Reinstatement

You are afforded re-employment rights and retain full seniority benefits for all prior service upon re-employment in accordance with the Uniformed Services Employment and Reemployment Rights Act and the California Military and Veterans Code.

XVIII.11.2 Notice When Returning From Leave

You must notify the OHR and your immediate supervisor as soon as possible of your intent to return to work after your military service is completed. The OHR can provide you with more information about specific requirements and deadlines for reporting back to work or applying for reemployment upon your completion of service.

XVIII.11.3 Pay

Military leave is unpaid time off. You may, but are not required to, use any accrued vacation time during your leave. In some circumstances, the Institute may be required to pay exempt employees, who are on military leave for part of a week, a full week's salary under the provisions of state or federal law.

XVIII.11.4 Benefits

Please contact the OHR for information regarding how your benefits will be handled while on military leave.

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XVIII.11.5

Service Member Family Leave, Including Spousal Leave

An employee eligible for leave under the federal Family and Medical Leave Act may be entitled to take up to 12 weeks of unpaid leave in a 12-month period to attend to any qualifying exigency (as that term is defined by law) arising out of the fact that a spouse, registered domestic partner, child or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Under certain circumstances employees who have a spouse or domestic partner in the military may be eligible for unpaid leave of no longer than 10 days when the service member is on leave from deployment during a period of military conflict.

XIX CAMPUS SAFETY

XIX.1 SAFETY

Safety is the responsibility of each employee. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. In compliance with California law and to promote the concept of a safe workplace, CalArts maintains an Injury and Illness Prevention Program. The Injury and Illness Prevention Program is available for review in both the OHR and Facilities Management offices. Any unsafe condition should be reported to Facilities Management during normal business hours or to Campus Safety after hours at ext. 2222.

Campus Safety Officers are on duty 24/7, 365 days per year. Nevertheless, campus safety is everyone's responsibility, and accordingly, the following safety considerations are offered to help maintain a safe workplace.

- Promptly report suspicious persons and circumstances to Campus Safety;
- When leaving an area unoccupied, be sure it is locked and lights are turned off;
- Use common-sense precautions to safeguard personal and CalArts' property;
- Crimes committed on campus should be reported immediately to Campus Safety; and;
- When working outside normal office hours, notify Campus Safety so that Campus Safety is aware of your presence in case of an emergency.

The McBean Parkway entrance gate is open and staffed by a campus safety officer 24/7. The Tournament Road entrance gate remains locked except between 7a.m. and 9 a.m., Monday through Friday.

Annually, CalArts prepares a report documenting crime prevention policies and statistics on the incidence of crime on campus. Any staff member may request a copy of this report from the Office of the Associate Vice President, Chief Operating Officer.

XIX.2 EMERGENCY CALL FOR ASSISTANCE

Personnel located in the various offices in CalArts have a method of calling for aid in case of potential trouble.

If faced with a disgruntled or suspicious individual and the situation becomes volatile and it would not be wise to openly call for help, the employee should excuse themselves, go to another office and/or phone, call Campus Safety at ext. 2222, and request coffee service for the office, such as, **"This is _____ in the _____ office, please send up coffee for myself and my visitor or myself and two visitors" (whatever is applicable)**. This will alert Campus Safety to trouble in that area and how many individuals are involved. If the situation does not allow for the employee to access another office and/or phone to request help, you are encouraged to ask the person or

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persons "In order to take a moment and collect ourselves, may I order us some coffee?" You are then to call ext. 2222 and request coffee using the wording above.

Emergency phones are located throughout the CalArts parking lots in the event an employee is faced with an emergency situation and needs access to a direct line to the security office.

XIX.3 EMERGENCY PREPAREDNESS

Each employee should be familiar with the CalArts Emergency Procedures Manual. Every department has a copy of the manual. Earthquake, fires and other disaster plans are detailed in the Manual. Every employee should be familiar with the location of the closest exit and alternative exits. CalArts has also prepared an "Earthquake and Disaster Preparedness Survival Guide." A copy of this guide is included in the appendix of this Handbook.

XX OTHER THINGS YOU SHOULD KNOW

XX.1 TECHNOLOGY RESOURCES

CalArts provides computer and communication systems to employees, which enables them to conduct business on behalf of CalArts. These systems include individual computers, associated software, telephones, facsimiles, photocopiers, voicemail, electronic mail (e-mail) system, centralized computer resources, and local and wide-area networks. These systems (including e-mail systems, addresses, and messages) are the property of CalArts. These systems are extended to CalArts faculty, staff, students and other appropriately authorized users to accomplish tasks related to and consistent with the mission of CalArts. Access to these technology resources are a privilege that may be wholly or partially restricted by the Institute without prior notice and without the consent of the user. There should be no expectation of privacy when using these systems. All property owned by CalArts may be monitored and/or inspected by the Institute with or without notice. For more information, please refer to the Information Technology policies at <https://cait.calarts.edu/>

XX.2 DATA ACCESS AND SECURITY

Personnel, student, financial and library information maintained by CalArts is considered confidential. Access to this confidential information and any other information made confidential by law and/or CalArts policy is limited to those individuals whose position requires use of this information.

Employees of CalArts are required to sign a Data Access and Security Form, which will be kept on file in the OHR.

XX.3 ID CARDS

Every employee must have a CalArts' ID card. Your supervisor is responsible for taking you to the Registrar Office to obtain the ID card. It is essential for the use of the Library, to check out equipment, for flex (café money), and to gain access to the building between 11 p.m. and 6 a.m. In addition, proof of an employee's identity may be requested at any time. An employee ID card is valid for the length of your employment. An ID card should never be loaned. Any employee who loans out their ID card will be subject to disciplinary action, up to and including termination.

XX.4 KEYS

Each new staff member is issued keys as appropriate to their job duties. A key order, approved by the supervisor, is submitted to the Facilities Management Office and each staff member must personally sign for keys issued to them. **EMPLOYEES MAY NOT LEND**

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THEIR KEYS OR PERMIT THEM TO BE DUPLICATED. IF AN EMPLOYEE LOSES A KEY THEY SHOULD REPORT THE LOSS TO THEIR SUPERVISOR AND FACILITIES MANAGEMENT IMMEDIATELY.

XX.5 SERVICE ANIMALS

A service animal means any dog or miniature horse that is individually trained to do work or perform tasks for an individual with a disability, including physical, sensory, psychological, intellectual, or other mental disability. The work or tasks performed by the service animal must be directly related to the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks.

Generally, owners of service animals are permitted to be accompanied by their service animal in all areas of the institute's facilities and programs where the owner is allowed to go. Such areas include public areas, public events, classrooms, and other areas where institute programs or activities are held. There may be areas where a service animal poses a substantial and direct threat to health and safety that cannot be reduced or eliminated by a reasonable accommodation. These areas may include medical facilities or food preparation areas. In the event an employee requires their service animal in such locations, they should contact OHR.

XX.6 PARKING

Members of the general public, including CalArts employees, are free to park in any marked parking space that is not reserved for the disabled, visitors, nurse, staff of the week, or others. Any vehicle that is improperly parked in a reserved or disabled parking space, a red zone, a green zone for more than 20 minutes or on the fire road (Ahmanson Hall Road) may be cited, fined and/or towed.

Parking decals are mandatory for staff, faculty and students who park a motor vehicle on campus in order to help identify them as members of the CalArts' community. Decals are obtained in the Campus Safety Office either before 8:30 a.m. or after 3:30 p.m. Vehicles can also be registered online at <https://calarts.edu/life-at-calarts/campus-life/parking>

CalArts is not responsible for any loss or damage to employee vehicles or contents while parked on campus.

XX.7 RIDESHARING

CalArts encourages employees to rideshare (carpool) or use other alternative methods of commuting to and from work (walk, bicycle, public transit). If an employee uses alternative methods of commuting three (3) or more days a week, a financial incentive is given. For details please contact the OHR.

XX.8 EMPLOYEE PERSONNEL RECORDS

It is important that an employee's personnel record be kept up to date. An employee should inform the OHR whenever there are changes in personnel data such as address, telephone number, marital/domestic partnership status, number of dependents, and person(s) for notification in case of an emergency. The employee is also responsible for maintaining a current group life insurance beneficiary designation.

An employee may inspect his or her personnel file at reasonable times and on reasonable notice. In addition, an employee may request copies of all employment-related documents they have signed. Requests to review personnel files or for copies of employment-related documents signed by an employee should be directed to the OHR.

XX.9 DISABILITY ACCOMMODATION

If you have a physical or mental disability that limits a major life activity, please speak with your immediate supervisor and a representative in the OHR to engage in an interactive process to discuss reasonable accommodations that will help facilitate satisfactory job performance. A reasonable accommodation may include a modified work schedule, job restructuring, an unpaid leave of absence or workstation modifications. Please notify your supervisor and the OHR if you have a disability and wish to be considered for a reasonable accommodation. CalArts requires a doctor's certificate substantiating the request for reasonable accommodation.

XX.10 LACTATION ACCOMMODATION

The Institute has a private lactation facility² for nursing mothers and will provide a reasonable amount of break time for lactation. The break time will, if possible, run concurrently with any break time already provided to them. If the employee needs additional breaks for this purpose, they may take them. Please contact the OHR for further information.

XX.11 SALARY GRADES

CalArts has established salary grades for all non-academic employees. All positions are assigned to a specific salary range based on the job requirements, general employment conditions and experience required. Each year the ranges of salaries within each salary grade are reviewed and changes made as appropriate. A supervisor or an employee with a supervisor's concurrence may request a review by the OHR of their salary grade. For more information on salary grades or job reclassification, please contact the OHR.

² The lactation facility is located outside the main building near the Facilities Management loading dock. For access to the lactation facility, please contact the front office personnel in the Facilities Management Office.

XX.12 SALARY ADJUSTMENTS

CalArts' budget, which is approved by the Board of Trustees, may include a salary adjustment component. Annual salary adjustments are effective at the start of the fiscal year (July 1). The amount of individual adjustments, if any, will vary from year to year.

Staff employed on or after January 1 and through June 30 of each calendar year are not eligible for the adjustment referenced above. Salary adjustments are not guaranteed.

Employees hired during this time frame will be advised of the Institute's policy. A notation of this policy will also appear in the "remarks" section of the Employee Status Advice (ESA) form.

XX.13 RETURN OF PROPERTY

Upon request or if an employee voluntarily or involuntarily terminates their employment with CalArts, they must return the all Institute property including but not limited to: computer equipment (desktops, laptops, mobile devices, software, passwords, disks, or other computer-related equipment), reports, files, memoranda, records, credit cards, card key passes, door and file keys, tools, equipment, uniforms, other physical and personal property, and any copies of same, which the employee has received, prepared or helped prepare in connection with his/her employment with CalArts. Any property obtained through CalArts funds is considered CalArts property and must be returned upon request or termination.

XX.14 EMPLOYMENT SEPARATION PROCEDURES

The OHR will schedule an exit interview with every employee who leaves CalArts, regardless of the reason. This interview allows employees to communicate their views on their work with CalArts, including the job requirements, operations and training needs. It also provides the employee an opportunity to discuss issues concerning benefits and insurance.

Employees who are discharged without notice or who voluntary resign their position with CalArts and gives at least 72 hour notice will receive their final paycheck and all other monies owed to them on their last day of work. Employees who voluntary resign without advance notice will receive their final paycheck within 72 hours of their resignation. Employees are encouraged to give two weeks' notice.

XX.15 REIMBURSEMENTS RELATED TO EMPLOYMENT

XX.15.1 Travel

Reasonable expenses incurred while traveling on approved CalArts' business will be reimbursed according to the Institute's current Travel policy.

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XXI STAFF COUNCIL

Staff Council is a committee comprised of non-academic staff members at CalArts. Staff Council membership consists of representative(s) from schools/offices at CalArts according to the Staff Council bylaws. The objective of the Staff Council is to discuss and make recommendations on staff-related matters and act in an advisory capacity to Administration.

XXII STAFF TRUSTEE

A Board of Trustees governs CalArts. Trustees are community leaders who believe in and support the training of artists. The Staff Trustee serves on the Board. The Staff Trustee serves a two-year term and is elected by other staff employees. The responsibilities of the Staff Trustee is to attend all four annual Board of Trustee meetings, which may or may not be on campus, and to serve on the Academic Campus Affairs Committee which is governed by the Board of Trustees or other committees as assigned. In addition, the Staff Trustee is required to make a report to Staff Council at the first meeting following each Board of Trustees' meeting.

XXIII EMPLOYEE SERVICES

XXIII.1 CAMPUS FOOD SERVICE

Steve's Café is open seven (7) days a week when classes are in session. Operating hours are posted at the entrance to the Cafe. The daily menu is posted on The Hub and at www.cafebonappetit.com/calarts/index.html. In addition, vending machines for soft drinks and snacks are located near the Student Health Services Office and in the hallway leading to the Cafe. Additional vending machines are located outside the Facilities Management Office, which carry a variety of snack items. For more information regarding the Cafe, please e-mail café@calarts.edu.

XXIII.2 THE STORE @ CALARTS

The Store @ CalArts is located next door to the Donn B. Tatum Lounge. For hours of operation please call ext. 7893. The Store sells postage stamps, office supplies, a limited number of school supplies, CalArts souvenir items, and other assorted sundries.

XXIII.3 AUTOMATED TELLER MACHINE ("ATM")

For the convenience of the CalArts' community, automated teller machines "ATM" are located on the first floor of the Main Building across the hall from the CalArts' Mailroom, and in Steve's Café.

XXIII.4 CHECK CASHING SERVICE

The cashier in the Accounting Office will cash one personal check per day, not to exceed \$60. A \$10 charge will be made for returned checks.

XXIII.5 LIBRARY

The Library collection includes books, exhibition catalogs, films, videotapes, slides, recordings, music scores and periodicals. It has audio-listening stations, an individual film study center, slide viewing and audio reproduction capabilities. Procedures for the use of these facilities are available from staff at the circulation desk.

XXIII.6 RECREATION AND ATHLETICS

CalArts has recreational facilities available for use by CalArts staff at specified times. Camping equipment, basketballs, baseballs, soccer balls, volleyballs, tennis and smaller miscellaneous sporting equipment are also available for use by the staff when not in use by students. For more information about using the facilities and/or reserving sporting

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equipment, please contact the Student Activities Coordinator located in Room D206a. They can be reached by phone at 661-291-3047 or by email at cdailley@calarts.edu.

XXIII.7 LIMITED USE OF INSTRUCTIONAL FACILITIES

Certain facilities and equipment are available for use by staff members when not in use by students. Staff members should consult with the appropriate department head or dean for details before engaging in such use. Note: Special instructions may be required for the use of certain equipment and/or space.

XXIII.8 TICKETS TO INSTITUTE EVENTS

There are many performances and exhibitions at CalArts that are free of charge and employees and their families are encouraged to attend these events. Tickets to other performances and events held at CalArts and REDCAT are available for a nominal fee.

XXIII.9 DISCOUNT ENTERTAINMENT TICKETS/COUPONS

Employees may purchase discount tickets for a wide variety of amusement parks, entertainment venues or services through Great Work Perks by accessing their website at www.greatworkperks.com, user code 700077. In addition, discount coupons/tickets for Magic Mountain/Hurricane Harbor, Universal Studios, Knotts Berry Farm, and other Southern California attractions are available to employees through the OHR. Discount entertainment tickets for local movie theatres are available for purchase at the Cashier's Window in the Accounting Office.

XXIII.10 AUDITING CLASSES

Employees may audit regularly scheduled classes without charge, upon written permission of their supervisor, department head or dean, and the faculty member giving the class. If the class audited is scheduled within the employee's regular work schedule, the employee will not be paid for the time spent away from work unless the class is job related and/or has the potential of benefiting the employee in preparing that individual for a higher level staff position. Class credit is not given for audited classes and staff cannot pay to take an individual class for course credit.

XXIII.11 NOTARY PUBLIC

Notary services are available without charge to employees. Contact the OHR or Accounting Office for more details.

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XXIV CLOSING MESSAGE FROM THE OFFICE OF HUMAN RESOURCES

Thank you for taking the time to read the Staff Handbook. A digital copy of the handbook is on The Hub at <https://hub.calarts.edu/for-staff/Pages/Staff-Handbook.aspx>.

We hope the handbook is both informative and helpful to you. Please be sure to sign and return a copy of the Acknowledgement Receipt on page *xiii* of this handbook to the OHR. If you have questions or comments about information provided in the handbook, please do not hesitate to contact a member of the OHR/Payroll staff. Our contact information is below.

Finally, whether you are new to CalArts or have been working for the Institute for several years, you are an integral part of the CalArts community and you play an important role in the success of our students. CalArts is fortunate to have dedicated staff like you who believe and support the mission and vision of the Institute. We are glad you're here!

The Office of Human Resources

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